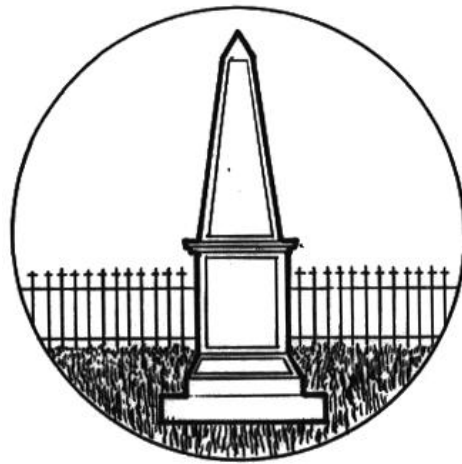


Guide to the *Historical Cemetery Form*

Version 5.0



**Florida Department of State
Division of Historical Resources
Bureau of Historic Preservation**

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INTRODUCTION

Identifying and surveying historic cemeteries is the first step toward preserving and protecting them. Recording a cemetery with the Florida Master Site File creates a permanent record of the material that exists at a site, and provides a safeguard against vandalism, theft, weathering processes, and damage from natural disasters. If the information that currently exists in old burying grounds is to be retained, and available for future study and interpretation, it is important that these sites be systematically recorded.

This manual is designed to aid those documenting Florida's historical cemeteries using the *Historical Cemetery Form, Version 5.0*. The Historical Cemetery Form is intended to record historic era, usually marked, cemeteries. Prehistoric burial mounds and other aboriginal burial sites are usually recorded using the Archaeological Site Form. If you wish to record an archaeological site, structure or bridge please use the corresponding Florida Master Site File form and not the Historical Cemetery Form. If you wish to record a district, landscape or linear resource (such as a rail, canal or road), use the Resource Group Form. Contact the Florida Master Site File for guidance on which form to use for a particular resource. Site File forms can be downloaded from the Florida Master Site File website or obtained directly from the Site File at the address below.

Florida Master Site File
500 S. Bronough St.
Tallahassee, FL 32399-0250
Phone: 850.245.6440
Fax: 850.245.6439
e-mail: SiteFile@dos.state.fl.us
website: dos.myflorida.com/historical/preservation/master-site-file/

Digital PDF Forms

Those documenting historical cemeteries should use Site File Historical Cemetery Forms in fillable PDF form format. Site File recording forms can be filled out, saved and printed using free **Adobe Acrobat Reader** software (version 8 or later). While third party PDF software may appear to work, only **Adobe Acrobat** software will ensure proper formatting of the form for use with Florida Master Site File data systems. Digital recording forms should be accompanied by the required map attachments, which are discussed in the next section. Please do not embed or append maps or other attachments within the site form PDF file. Attachments should be submitted as separate files using the State Site Number as a part of the file name. Site File fillable PDF forms can be obtained from our website or by contacting the Site File at SiteFile@dos.state.fl.us or 850.245.6440.

Cemeteries, Burials, and the Law

Chapter 872, Florida Statutes, along with the federal Native American Graves Protection and Repatriation Act, protects all human burials, human skeletal remains and associated burial artifacts, found upon or within any **public** or **private** land in the state, including submerged

lands. This protection includes marked cemeteries or burials, Indian mounds, “lost” historic and prehistoric cemeteries, and other unmarked burials.

Any person who willfully and knowingly disturbs an unmarked burial or burials, or destroys, mutilates, defaces, injures, or removes any burial mound, earthen or shell monument containing human skeletal remains or associated artifacts or other structures or things placed or designed for a memorial, or disturbs the contents of a tomb or grave is guilty of a third degree felony punishable by up to five years in prison and up to \$5,000 fine for each offense.

Any person who has knowledge that a human burial is being disturbed, vandalized, or damaged and fails to notify the local law enforcement agency with jurisdiction in the area is guilty of a second degree misdemeanor punishable by up to 60 days in jail and up to \$500 in fines.

Additional information on abandoned cemeteries, burials and human remains can be found on the Florida Division of Historical Resource’s website at the following address: dos.myflorida.com/historical/archaeology/human-remains/abandoned-cemeteries/.

ATTACHMENTS FOR THE *HISTORICAL CEMETERY FORM*

General Requirements for Attachments

Required attachments for a complete *Historical Cemetery Form* include maps and at least one photograph. All attachments should be labeled with the Florida Master Site File number and the date of the field visit. Attachments should be submitted as separate files. Do not embed or append attachments within the site form PDF file.

Cemetery Boundary on USGS 1:24,000 Scale Topographic Maps (Required)

To guarantee consistency in documenting all resources, we require that cemetery boundaries be marked as accurately as possible using 7.5 minute, 1:24,000 scale topographic maps of the U.S. Geological Survey (USGS) as the map background. A letter-size photocopy of the relevant portion of the map with the resource marked is sufficient. If the USGS map name and its publication or revision date are not within the part of the map shown, please label it with this information. The cemetery boundary must be prominently labeled with the Site File number.

If you are using GIS software to generate your map products and resource locations, you are encouraged to include the GIS site boundary data along with your form submission. When submitting GIS data, please include metadata (datum and projection information at a minimum).

Photographs (Required)

At least one photograph of the cemetery, contemporary with the site form, is required for entry on the Florida Master Site File. A general view of the cemetery is most important, showing typical grave markers and landscaping. Additional photographs showing distinctive markers and plot fencing, entrance gates, heritage plantings, and associated buildings and structures (such as churches, mortuary chapels, and grave houses) are all appropriate. Historical photographs of the cemetery, perhaps taken many years ago, are also of great interest and may be included in your documentation of the resource.

Photos should be submitted in digital format (in addition to a plain-paper, hardcopy print) or as an archival black and white print. Please note that digital images should be submitted as separate files (JPEG or TIFF) and **not embedded** in a PDF file or appended to the PDF form file. Image files should include the State Site Number (Site File number) as a part of the file name. Refer to Appendix D for additional details of the photographic documentation standards for Site File resources.

Supplementary Information (Optional)

If you have information that does not fit into a form field, then you may use one or more supplementary pages. Supplementary pages should also be used if you would like to include important information that does not fit any of the standard fields. Include this information on a separate page and **do not embed** the page into the PDF form file. Make sure that every separate page is labeled with the State Site Number and field date.

FIELD DESCRIPTIONS FOR THE *HISTORICAL CEMETERY FORM*

GENERAL INFORMATION

Original / Update

If you have verified with Site File records that the resource has never before been recorded, then check *Original*. If the resource has been previously recorded, check *Update* and enter the existing State Site Number and site name on your form. If the resource has been previously recorded but your new information would materially change its location, extent, or description, consult with Site File staff on what Site Number to use.

Site #8

This is the State Site Number (aka, Site File Number, SiteID or trinomial). The State Site Number is assigned to a cultural resource by the staff of the Florida Master Site File. Surveyors may use the Number Assignment Request Form or e-mail the Site File to get a number assigned before the form is submitted, and may subsequently reference the State Site Number in their survey reports.

The State Site Number follows the Smithsonian trinomial numbering system, with a prefix of "8" for Florida, alphabetically the eighth U.S. state (prior to Alaskan statehood), a two letter abbreviation for the county and a five digit number (with leading zeros as needed). For convenience the "8" is usually omitted at the Site File because all resources in our inventory are located in Florida. The numbers are assigned in the order the request is received. For example, the 220th cultural resource documented in Leon County would be "8LE00220" or "LE00220". Occasionally, larger complexes will be split by the Site File into individual files with different suffixes, such as "LE00220A", "LE00220B", etc. Such properties are treated separately by the surveyor, who submits documentation on each one, and by the Florida Master Site File, which treats each submission as an independent record. If the property overlaps more than one county, consult with the Florida Master Site File. The property should be documented as a whole, but the resulting information will be duplicated, except for the site number, and entered once in each county.

Field Date

Record the date that field work started or the date of the site visit, e.g. 9/2/1998. This date will become the Form number in the Florida Master Site File database with the following format: YYYYMM. Using the above date as an example, the form number would be 199809.

Form Date

Use this field to record the date that the form was actually completed.

Recorder #

This optional field is for your convenience and represents your tracking number for the resource. While the Site File encourages assignment of State Site Numbers as early in the documenting process as possible, in many cases it is convenient for the recorder to use a temporary tracking number as a preliminary organizational tool. If no such designation was used in preliminary work, leave the field blank.

Cemetery Name

Record all the principal or best known names. Examples: Bellamy-Bailey Family Graveyard, Key West City Cemetery, St. Michael's Catholic Cemetery. If no historical name is known, please use the name of the property owner at the earliest time the cemetery was in use *or* an important nearby cultural or natural feature. For example: Hanson Tract Cemetery, Cemetery at Tulip Road and Havana Highway, Boatbatter Creek Cemetery.

Careful thought should be given to the listing of site names and various possible alternate names to aid in database searches. Alternative names should include, where relevant: earlier but now less-used names, even if they are now obsolete; for example: Bradford Family Graveyard, aka Bradford-Eppes Cemetery, aka Pine Hill Plantation Cemetery. Even erroneous names should be included if the error has achieved popularity or appears in published sources.

Multiple Listing # – for use by Site File staff only – leave blank

This field is for the Site File number for a multiple listing file (that is, a district complex usually documented on a Resource Group Form) that includes the site. Most commonly, multiple listing numbers occur with those resources related to National Register nominations. This field is also used to tie two site numbers together in cases where the boundary of a cultural resource crosses county lines.

Project Name

This field documents the name of the survey or other project which resulted in the reporting of the cultural resource. Example: CRAS of Piney Z Development, Leon County, Florida. If the project is ongoing or informal, completing this field is still helpful.

FMSF Survey # – for use by Site File staff only – leave blank

This space is used for the survey or manuscript number *assigned by the Site File* to the survey report of fieldwork which identified or reexamined the cultural resource.

Ownership

This field records the *current* ownership category for the property.

LOCATION & MAPPING

USGS 7.5' Map Name & Date

The name of the United States Geological Survey (USGS) 7.5 minute series topographic map on which the cultural resource is located. For every cultural resource, the Florida Master Site File *requires* that the location be plotted against a background of the 7.5 minute series, 1:24,000 scale topographic maps published by the USGS. If you have access to the paper version of the USGS map, the publication date will appear in the lower right-hand corner of the map sheet. If the map has been photorevised you may list the date of the photorevision as the map date.

Plat or other map

This space is for the name and public access location of any special or historical map used in compiling site data. For example: Jones-Layton Map of 1843, Peebles Memorial Collection, University of Greater Florida.

City/Town

Record the name of the town within which the resource lies or nearest town to the resource. If the resource is fairly near but not within the city limits (less than three miles), add "GV" for "general vicinity" after the town. If the resource is not within three miles of any named town you may leave this field blank.

In City Limits?

Is the resource within the legal boundaries of the city named in the previous field? Please note that this information is *important*, well worth your researching current municipal boundaries. It assists municipalities in learning of cultural resources that they may have an interest in protecting.

County

Please indicate the full county name with no abbreviations.

A resource extending into multiple counties must be recorded as though it is a separate site in each county. This ensures that multi-county cultural resources are associated with every county over which they spread. Each such paper or electronic form should reflect the site as a whole (not just the segment in one county) and therefore should be nearly identical in the records for each county. Consult the Site File for assistance with recording multi-county resources.

Township, Range & Section

Townships, Ranges, and Sections are shown on the required 7.5 minute series USGS topographic map, and were derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). Each 36 square mile combination of Township and Range is divided into 36 Sections, each one mile square, and is part of the "legal description" of a parcel of land.

In landgrants and other unsurveyed lands, especially impenetrable wetlands, Township, Range and Section may not be decipherable. Some county property appraisers have extrapolated the grid into these areas and may use designations not shown on the USGS maps. Please contact Site File staff if you need assistance in determining the proper Township, Range and Section information for a particular resource.

Township

Record the Township, or north-south coordinates for the resource. These are six-mile blocks numbered North and South. For example, Townships in Florida run northward of the Tallahassee base line from 01 North to 07 North and southward from 01 South to 67 South. Each Township is two digits with an initial zero if necessary, followed by the north or south direction written as a single letter. Examples: 11S, 01N.

Range

Record the Range, or east-west map coordinates, for the resource. These are six-mile blocks numbered east and west. For example, Ranges in Florida run West of Tallahassee's prime meridian from 01 West to 34 West and East from 01 East to 43 East. Each Range is two digits with an initial zero if necessary, followed by the east or west direction, written as a single letter. Examples: 23E, 03W.

Section

The Section is usually a one mile square portion of a given Township and Range. The Section is usually a number from 1 to 36, derived from numbering rows of a Township-Range block alternately west to east and east to west. If the Section is an irregular subdivision of a land-grant, its number may be higher than 36, up to three digits long. Sometimes such Sections have non-numeric labels like "East Bay 2," and their Section names should be recorded in the space marked *Irregular-name*. If you need to record multiple Sections within the same Township and Range, you may use a comma separated list (i.e., 3, 4, 8) or a range of numbers (i.e., 7-10).

¼ Section

The ¼ Section field indicates which quadrant within the one square mile Section the resource occurs. If the section is square, use NE, NW, SE or SW (checking all that apply). If the Section is not one of the regular sections numbered 1-36, then indicate the irregular Section name or number (but do not select a quarter-section).

Landgrant

Landgrants are Florida lands not formally surveyed under the standard public lands system. If the resource is located within a landgrant, enter the landgrant name in this line. Landgrants were often very large tracts of land originally recorded by Spanish and British governments in Florida, but later recognized and used in legal descriptions under American administrations. Land in pre-existing landgrants was normally not surveyed under the Public Lands Survey System using townships, ranges, and sections.

Tax Parcel #

This is the number used by a local government to track land parcels. The basic content of a parcel identification number will vary from county to county. Florida property appraisers provide parcel information in searchable format on their websites. For further information on parcel identification numbers, please contact the county property appraiser's office and/or city planning department.

UTM Coordinates

This space is used to record the Universal Transverse Mercator (UTM) coordinates for the resource. These coordinates may be derived from the USGS 1:24,000 paper maps, various mapping websites, GIS software or GPS devices. Prior to the widespread use of handheld GPS devices, UTM coordinates derived from paper quad maps were the typical way to record site coordinates. Those doing much work with USGS maps and coordinates may be interested in further information. The National Park Service offers a publication, "Using the UTM Grid System to Record Historic Sites," (Cole 1980). Forestry and survey supply distributors offer transparent overlays for 1:24,000 maps which facilitate linear and acreage measurements.

UTM: Zone

For Florida, most of the panhandle counties are in Zone 16, while the rest of the state is in Zone 17. The dividing line is close to the Leon County-Jefferson County boundary.

UTM: Easting

This area is for the east-west UTM coordinate for the center of the resource, a six digit number measured in meters eastward from the zone origin. If deriving the number from paper maps, the coordinates should always be rounded to the nearest 10 meters, since greater accuracy is not possible with 1:24,000 USGS maps. The approximate statewide minimum value for easting in Zone 16 is 440000 meters (USGS Dogwood Creek 1:24,000 map), while the approximate maximum is 788000 meters (USGS Miccosukee NE). For Zone 17, the approximate minimum value is 213000 meters (USGS Metcalf), while the maximum is roughly 596000 meters (Palm Beach).

UTM: Northing

Please record the north-south UTM coordinate, a number of seven digits recording the distance north of the equator in meters, ranging from an approximate minimum of 2714000 (e.g., on the USGS 1:24,000 Marquesas Keys West sheet) to an approximate maximum of 3431000 meters (e.g., USGS Cottonwood).

Other Coordinates

The *Other Coordinates* section is intended to record Latitude(Y) and Longitude(X) location information such as coordinates obtained from a GPS unit. Alternate Coordinate system values such as State Plane or Albers may also be recorded in these fields. Please be sure to indicate the coordinate system used, the datum (i.e., NAD27, NAD83, WGS84), and the units (i.e., feet,

meters) where applicable. For Latitude/Longitude coordinates please indicate whether the coordinates given are Degrees-Minutes-Seconds, Degrees-Decimal Minutes or Decimal Degrees.

Address / Vicinity / Route to

Indicate the address, access, or general location information for the resource. If an address is not applicable, explain briefly how to get there, citing permanent landmarks and information available on maps, especially USGS topographic maps. P. O. Box or rural route information is not useful. Example: Main St and US 98 in Bradford, S on US 98, 5.8 mi; right onto dirt road, 1000m; site N 150m behind house. Use obvious abbreviations without periods, if necessary.

Name of Public Tract

This field is intended record a publicly owned tract with a formal name, within which the resource is located, including a city park, a college campus or a national or state park or forest. Prefix the name with the government owning or an abbreviation for it. Examples: US: Ocala National Forest (for federal), FLA: Ft Pickens State Aquatic Preserve (for state); Leon Co: Public Landfill (the public landfill owned by Leon County); City of Miami: Ponce De Leon Park (a park owned by the city of Miami).

HISTORY

Year Cemetery Established

If known, the year the cemetery was established. If you are not certain about the year given, check the appropriate qualifier box to the right of the year blank. Subsequent expansion dates of the cemetery should be entered in the Acreage Expansions field below.

Ownership History

Record the full names of owners and dates of ownership for original (most important) and later owners of the cemetery.

Year Burials Ceased

If the cemetery is no longer used for burials record the year that burials ceased. If the date is an estimate, put an 'E' or 'c' after the year; for example, 1850c. You may leave the field blank if burials are ongoing.

Reasons Burials Ceased

The reasons the cemetery is no longer used for burials. Examples:

- City sexton determined there were no more burial spaces available
- Family sold farm and moved away
- Cemetery fell out of favor with the local population when a new cemetery with formal landscaping was opened

Range of Death Dates

Give the years of the earliest and most recent burials in the cemetery. This should be based either on observed marker inscriptions or on researched evidence. Leave these fields blank if you have no information of this type.

Acreage Expansions/Dates

List major expansions that have been made to the original cemetery boundaries and the dates or estimated dates when these occurred. The expansions may be historic (more than 50 years ago) or non-historic (less than 50 years ago).

List People Important in Local, State or National History Buried in Cemetery

Use this space to record historically significant people associated with the cemetery. Note one or more of the following for a person or persons associated with the cemetery:

- **Historically Significant Person** - The cemetery is the burial site of a person who is important to our history on a local, state, regional, or national level
- **Stone Carver** - The cemetery contains identified markers by a stone carver or stone carvers recognized for contributions to the area's funerary art
- **Monument Manufacturer** - The cemetery is associated with a particular monument manufacturer as evidenced by the company's name on a large number of monuments
- **Architect** - The person is associated with the design of buildings that are within the cemetery
- **Landscape Designer** - The person is associated with the landscape design of the cemetery
- **Original Owner** - The person or family is the original owner of the cemetery
- **Historically Associated Person** - The significant person is associated with the cemetery in some other way than those listed

Describe Previous Repair, Cleaning or Restoration Efforts

If there is evidence that previous repairs or restorations have been made to the cemetery's markers or monuments, describe those efforts here. Examples:

- Repairs made with cement
- Repairs made with exterior metal bars
- Repairs made using materials and techniques that appear to be consistent with professional conservation practices
- Other (describe briefly)

DESCRIPTION

Cemetery Type (check all that apply)

- **Community**: A cemetery established by a group of families or residents of a small village which does not have an organized political structure. Explain if the community is no longer extant or has changed its name.

- **Company Town:** A cemetery associated with a community established for individual workers by a specific company (mining, textile, iron working, cigar manufacturing, etc.) where residences are generally uniform in style and occupants usually share services provided by a commissary, school, and/or church. Give the company name, the contemporary location of its headquarters, and descendant companies, if known.
- **Epidemic:** A cemetery that was established to bury victims of an epidemic disease such as cholera, yellow fever, or influenza. Be sure to identify the nature and year of the epidemic.
- **Family:** A small, private burial place for members of an immediate or extended family; typically found in rural areas, and often, but not always, near a residence; different from a family plot, which is an area reserved for family members within a larger cemetery.
- **Fraternal Order:** A burial ground established for a fraternity or other social organization. If possible, give current information about the order and how to contact it.
- **Memorial Park:** A cemetery established as a component part of a memorial park.
- **Military** (not national—see below): A burial ground established for war casualties, veterans, and eligible dependents. Those established by the Federal government include national cemeteries, post cemeteries, soldiers' lots, Confederate and Union plots, and American cemeteries in foreign countries. Many States also have established cemeteries for veterans (Potter and Boland 1992).
- **Municipal:** A cemetery established by an agency of local government, whose responsibility is to provide a place for burial of the town or county's dead. Be sure to identify the responsible municipality.
- **National:** One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably. Presently, the Department of Veterans Affairs maintains 114, the National Park Service (Department of the Interior) administers 14, and the Department of the Army has responsibility for two (Potter and Boland 1992).
- **Potter's Field:** A place for the burial of indigent or anonymous persons. The term comes from a Biblical reference: Matthew 27:7 (Potter and Boland 1992). Identify the responsible local government or organization.
- **Prison:** A cemetery associated with a state or federal prison that is used for burial of inmates who died while incarcerated. Identify the prison, operating authority, and dates of operation.
- **Religious:** A cemetery or graveyard associated with an organized religion and most often located adjacent to (or near) the church, synagogue, or another building that it is associated with. The plot might then be referred to as a "churtyard" rather than as a cemetery or graveyard.
- **Rural Movement:** A burial place characterized by spacious landscaped grounds and romantic commemorative monuments established in a rural setting in the period of the young republic and at the dawn of the Victorian era; so called for the movement inspired by the American model, Mount Auburn Cemetery (1831) in the environs of Boston; a cemetery developed in this tradition. (Potter and Boland 1992).
- **Other(describe):** If the cemetery type does not fall into one of the categories listed above, then check this box. On the space provided after this box, briefly describe cemetery type.

Ethnic Groups Interred (check all that apply)

Check one or more boxes from the list which best describe the cultural or ethnic affiliations of the cemetery, if such a designation is applicable.

Current Status

Select the description which best describes the way the cemetery is currently utilized.

Condition

Indicate the current condition of the cemetery using the choices provided.

Total # of Graves

Enter the number of graves in the cemetery. Include burials without traditional grave markers if available evidence allows you to count those with confidence. Please also indicate whether the number given includes unmarked graves.

Describe Evidence of Unmarked Graves

Note any unmarked graves in the cemetery and describe the evidence supporting their presence. Examples:

- Oblong depressions with no headstones
- Grave markers that have no inscriptions
- Early map indicates graves which are no longer apparent at the cemetery
- Genealogy reference lists the people buried here, but some do not have grave markers inscribed with their names

Total Cemetery Size

Indicate the size of the cemetery by listing the dimensions (20m x 40m) or the area (5 acres). Be sure to include the measurement units (ft, m, ac, ha, etc.) used in your size calculation.

Describe Cemetery Boundary

If the cemetery is enclosed describe the type of boundary in this space. Specify the materials, height, condition and other observations on the cemetery enclosure. For example: “four foot tall cast iron fence”, “stone wall, two feet thick and three feet high” or “boxwood hedge.”

Historical Vegetation

Describe the ornamental plantings at the cemetery. The lists below contain types of historic vegetation typically associated with cemeteries in Florida.

- **Trees:** cedar, china berry, dogwood, holly, juniper, magnolia, mimosa, oak
- **Shrubs:** arbor vitae, azalea, bridal wreath, camellia, crepe myrtle, forsythia, gardenia, privet, yucca

- **Flowers and Vines:** amaryllis, crocus, daffodil/narcissus, grape hyacinth, lily, “milk & wine” lily (“graveyard” lily), lily of the valley, moss rose, phlox, rose, violet, wisteria

Public Access

Indicate whether access to the cemetery by the general public is unlimited or restricted. If restricted, explain how. Examples: Cemetery is on island and can only be reached by boat; or, Permission to cross private land must be requested.

Threats (check all that apply)

Select the options from the list that best describe known threats to the cemetery. If a threat is not listed select ‘other’ and describe the threat in the space provided.

Associated Historical Properties/Archaeological Remains

When possible, check whether historic sites that relate to, overlap or neighbor cemeteries are recorded with the Master Site File. If they are not, consider recording them yourself. Remember that while entry on the Site File does not directly protect sites, it does mean that they will at least be forever protected from ignorance. For historical buildings or structures (e.g., a church, mortuary chapel or historic home related to a family cemetery), use the *Historical Structure Form*. For a historic or prehistoric archaeological site, use the *Archaeological Site Form*.

Check one or both of the boxes on the Cemetery Form if other Site File forms have been completed for the associated property or remains, and give the Site File number assigned to them. If possible, submit associated forms at the same time as cemetery records.

GRAVE MARKER DESCRIPTIONS

Grave Groupings (check all that apply)

If graves are arranged in groups based on relationships or associations of the deceased, select the types of groupings from the choices provided. If graves are grouped based on some other criteria than those listed, choose ‘other’ and describe the grouping in the space provided.

Groupings Indicated By (check all that apply)

Indicate the methods used to delineate the grave groupings described in the previous question. If boundary markers are used that do not appear in the list, select ‘other’ and describe the boundary in the space provided.

Describe Orientation of Graves

Indicate whether the graves are oriented in a North/South direction, an East/West direction or in some other orientation.

Describe/List Methods of Marking Graves Used

Use this space to characterize the methods used to mark graves, such as; headstones, objects, plants, graves mounded, grave depressions, etc. If possible, indicate the number or proportion of graves marked with each method listed.

Marker Materials (check all that apply)

Select the materials used to construct the grave markers in the cemetery. If materials are used that do not appear in the list, select 'other' and describe the materials in the space provided.

Describe Grave Articles Found in Cemetery

Use this space to describe any personal mementos or other items placed on the graves by well-wishers. Typical grave articles include toys, clothing, work-related objects, or decorative items such as seashells; articles that held a practical or entertainment value to the deceased during their life, but that now take on symbolic meaning as a memorial to that person during their death.

Describe Marker Damage and Conditions

Note the general condition of grave markers at the cemetery including descriptions of any damage to markers such as weathering, tilting, cracking, chipping, broken in pieces, vandalism, etc.

Characterize Condition of Inscriptions

Use this space to indicate whether grave marker inscriptions are legible, illegible, gone or in some other condition.

Distinctive Grave Markers, Monuments, and/or Architectural Features

Where possible, use key words and phrases from the lists of common marker motifs below to describe distinctive grave markers at the cemetery. Many of the types in the list below are defined in Appendix B.

- **Marker Types:** above-ground tomb, box tomb, column/obelisk, geometric shape (diamond, circle, square, "head & shoulders"), headstone, statuary, tablet stone, mausoleum
- **Christian Funerary Designs:** cross, bible, urn & willow, soul ascending to heaven, flower/tree/vine, clasped hands, cross & crown, dove, serpent, lamb, draped urn, broken chain, broken flower stem, open gates anchor, hand pointing upward
- **Jewish Funerary Designs:** bookcase/scroll case, open book, hands/benediction, ewer & laver/vase-shaped jug & basin, fruits, crown, deer & lion over crown, stork, serpent, eagle, sun/moon, bunch of grapes, candelabrum
- **Designs as Tools of Trade (Occupational Symbols):** mortar & pestle, shears, needle & thread, wheel, bellows, shoe

- ***Designs of Fraternal Orders:*** Masonic, Woodmen of the World, etc.

Signatures of Stone Carvers

If markers in the cemetery are signed by stone carvers or monument dealers, list their names in this space. Please include any other information that might identify or locate a carver or dealer such as a street address, city and state.

RESEARCH METHODS

Research Methods

Indicate the methods used to research the cemetery. Please check all boxes that apply. If a research method was used that is not listed on the form (windshield survey, for example) describe it on the other methods line. Please consider using the sources of information listed if they have not already been utilized in your research.

Bibliographic References

References should include any sources used in background research. Use continuation sheet, if needed, and give FMSF Manuscript # if relevant.

OPINION OF RESOURCE SIGNIFICANCE

Your opinion of the significance of the resource and its eligibility for the National Register of Historic Places is important information and a critical part of the form. The National Register of Historic Places uses the following criteria to determine eligibility for listing of cultural resources:

Criterion A - The property or structure is associated with events that have made a significant contribution to the broad patterns of our history.

Criterion B - The property is associated with the lives of persons significant in our past.

Criterion C - The property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

Criterion D - The property has yielded, or is likely to yield, information important in prehistory or history.

Further information on National Register criteria may be obtained from (1) National Register of Historic Places, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127 or <https://www.nps.gov/subjects/nationalregister/>; (2) *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*; or (3) Survey and Registration Section, Division

of Historical Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850.245.6333).

Please note that the National Register of Historic Places is referenced here because it sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site is eligible for listing, does NOT start the process of nominating the resource for the National Register of Historic Places. Such a proposal is the responsibility of the surveyor, although the Florida Division of Historical Resources is charged with assisting persons with the task. Nomination of a cultural resource to the National Register is a somewhat complex and time-consuming process. If you believe your cultural resource might qualify and you are interested in the nomination process, contact the Survey and Registration Section of the Division of Historical Resources.

Potentially eligible individually for National Register of Historic Places?

Surveyor's opinion of the resource's eligibility for the National Register of Historic Places when the resource is considered as an independent entity -- not as a component or contributing property to a potential historic district. Select *yes* for eligible or *no* for not eligible. Professionals completing surveys mandated or funded by the state normally must make this evaluation. If you do not feel qualified to make such a judgment, please leave blank. Evaluations should be briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications can be made on a continuation sheet if needed.

Potentially eligible as a contributor to a National Register district?

Surveyor's opinion of the resource's eligibility for the National Register of Historic places as a component or contributing property to a district or thematic nomination. Select *yes* for eligible or *no* for not eligible. Professionals completing surveys mandated or funded by the state normally must make this evaluation. If you do not feel qualified to make such a judgment, please leave blank. Evaluations should be briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications can be made on a continuation sheet if needed.

Explanation of Evaluation

Use this space to record a justification for the evaluations made in the previous two questions concerning National Register eligibility, referencing National Register criteria if possible. Even a brief explanation of the surveyor's opinion of eligibility is important because it can influence agency recommendations on projects potentially impacting the resource. Use a continuation sheet if needed.

Areas of Historical Significance

Indicate the broad themes or topics of historical significance relevant to the resource by selecting from the dropdown list provided. The Florida list is based on, but not identical to, those listed on page 8 of National Register Bulletin 15.

DOCUMENTATION

Accessible Documentation Not Filed with the Site File

Sometimes cemetery research produces a sizable collection of documents, perhaps including field notes, research notes, rubbings of raised designs, or photographs. Such collections may be important evidence of this particular cemetery at this particular time, even if they are not submitted to the Florida Master Site File (in fact, the Site File usually cannot accept such collections because of space limitations). If such a collection is made, and if it will be kept either in a public facility or in a private facility open to researchers or the public, then the existence of the collection can be documented in this portion of the *Historical Cemetery Form*.

Use these fields to document field notes, photos, plans or other important documents related to the resource that are permanently accessible. For each separately maintained collection, record the document types, maintaining organization, document description, and file or accession numbers in the spaces provided. *Maintaining organization* is used to indicate the archive, museum or other entity that has custody of the documentation. *File or accession number* refers to the identification number given to documents in the maintaining organization's filing system.

INFORMANT & RECORDER INFORMATION

Informant Information

Record the name and contact information of the local informant (if applicable), that is, a person with detailed knowledge of the history or current condition of the site.

Recorder Name

List the name of the person or persons involved in recording the resource (filling out this form).

Recorder Affiliation

Indicate the organization or institution that the primary recorder is employed by or affiliated with. Choose from the dropdown list of organizations or type in a response.

Recorder Contact Information

If the recorder has an affiliation with an organization, institution or Florida Anthropological Society chapter, give that organization's contact information. If the recorder is an unaffiliated private individual give the individual's contact information.

APPENDIX A: CONDUCTING FIELD WORK AND RESEARCH ON CEMETERIES

Research

Maps are excellent resources for finding old cemeteries. U.S. Geological Survey sheets, and well-detailed maps produced for state and local agencies, often show the locations of cemeteries and church and family graveyards. It is best to use the earliest edition of any map that is available, because updated maps do not always include all of the information found on previous editions.

Interviews with long-time residents of an area can be a good source of information regarding the locations and histories of old cemeteries. Informants may recall important details about a site, or provide interpretations of burial customs or traditions practiced within a region. When possible, oral history interviews should be tape recorded and transcribed so that other researchers will have access to the information.

Many cemeteries have already been recorded by genealogists -- the copied inscriptions will help determine if any markers have been lost since the initial recording work was done. Earlier surveys can also help decipher inscriptions that, because of weathering, may no longer be legible. There are numerous online genealogical resources and cemetery databases that provide excellent starting points for identifying cemeteries. Additionally, Libraries, historical and genealogical societies, preservation organizations, churches and local funeral homes are potential sources of information.

Fieldwork

Clearing the Site

If a Site File form is completed for a well-maintained cemetery there should be no problems conducting the necessary field work. However, if the cemetery is neglected or abandoned, and vegetation hides graves and markers, it may be necessary to clear away the undergrowth before any field work is done. When cleaning a cemetery it is important not to remove items that contribute to the understanding of its history. Plants which were placed to mark or beautify graves should always be left in place. Care should be taken not to mistake some items as "trash." Things such as sea shells, cups, plates, pitchers and other items of dishware may have been placed at a grave to commemorate the deceased. This practice of grave decoration is found primarily among Native- and African-American groups, but some European groups have similar customs.

If grave marker fragments or remnants of grave copings and fences are uncovered during the cleanup, do not remove them. If possible, they should be mapped and photographed. The pieces should never be discarded.

Mapping

Although a map of the cemetery which locates the graves and other features individually is not required by the Site File, such information is extremely useful. The map does not need to be complex. An adequate one can be made on graph paper, with distances and the location of objects determined by pacing or using a tape measure. Indicate marked graves, depressions in the earth that may be unmarked graves, and things such as fences, walls, paths and plants. The size of the cemetery can be measured, and then the grave markers and other features placed in relative position to one another. Each feature on the map should be assigned a number and the number should be used on corresponding photographs.

Inscriptions

Weathering, carving techniques and styles of lettering can sometimes make an inscription difficult to read. Errors are sometimes made when certain letters and numbers are confused. When copying a weathered grave marker, watch for mistakes involving 1-4-7; 3-5-6-8; 9-2; and C-G. It is best to copy inscriptions during the time of day that the sun strikes the face of the stone at a "raking" angle, casting shadows that make the inscriptions easier to see.

Designs

Funerary art encompasses a variety of designs in Florida. Designs commonly found in the state's cemeteries include those that were popular throughout America from the 1820s (when the United States gained possession of Florida) through the end of World War II. Cemeteries in Pensacola and St. Augustine that are associated with the Second Spanish Period (1781-1821) have funerary art and architecture reflecting the religion and customs of Spain and of Spanish and French Creoles. Evidence of funerary material from the British Period (1763-1781) is negligible.

The popularity of certain designs varied with the times, indicating changes in social and religious attitudes towards death and resurrection. Marker designs give clues about the religious beliefs of deceased individuals and/or their communities, and may be useful in dating a marker if the inscription cannot be read.

Carver Signatures

Early gravestone carvers often signed their work. A signature usually is found in the lower right-hand corner of a gravestone, although sometimes it appears on the back, the top of the tympanum (see Appendix B for terminology), or on a supporting base. Markers made from the latter 1800s through the early 1900s may have the name and location of the monument company that made them. Metal grave markers and cast iron fencing were often imprinted with the foundry's name. Information about where a marker was made, and who made it, is helpful for understanding the early commercial patterns of a region.

Plantings

A number of plant species found in cemeteries have religious associations and were commonly placed by mourners to mark a grave's location and/or to beautify it. Plants placed in graveyards by Native Americans, Hispanics, African Americans and African Caribbeans often have different cultural interpretations than those associated with traditional Anglo-Christian meanings. Plants

were often brought to cemeteries from house gardens; today, some historic cemeteries are sources for "heritage" plants that are no longer sold in nurseries or grown in gardens and orchards.

When you are describing plants for the Site File, give a verbal description (i.e., large evergreen tree, red rose, pale yellow daffodils) if the genus and species are not known.

Photography

At least one photograph of the cemetery is required for the Site File. The visual record of the materials in a cemetery provides information for the study of various subjects associated with burial customs and can be an important resource for future preservation and restoration efforts. A photographic record is also valuable if evidence is needed to recover items that may have been stolen from the cemetery by vandals.

To prevent images of grave markers from being distorted, hold the camera lens level at the height of the marker's center. It is helpful to include a "north arrow," and the number assigned the grave on any map, in photographs. These items should be placed at the base or side of the marker and should not obscure any part of it. When possible, photograph gravestones from mid-morning through early afternoon, when the angle of the sun casts shadows that bring out the most detail on the markers' inscribed faces.

Tools

Several items will be useful when conducting field work. These include a measuring tape for mapping (and for recording the size of markers, if necessary); a clipboard to hold site file forms; a digital camera; a soft-bristle brush and a bottle of clean water for removing lichen and bird droppings from gravestones; a broom or rake for brushing leaves and debris from ledger stones and vault tops; a hand clipper for removing branches, roots and grasses around markers; and a trowel for removing soil from around sunken stones.

APPENDIX B: GLOSSARY OF TERMS

Materials Identification

Artificial Stone: Some mixture of stone chips or fragments embedded in a matrix of cement or plaster; its surface may be polished, or in other ways treated to simulate stone. The term is also used interchangeably with the terms art marble, artificial marble, cast stone, and composite stone.

Brownstone: A trade term applied to ferruginous dark brown and reddish brown sandstone quarried and extensively used for building in the eastern United States during the mid to late nineteenth century. Later use has been for renovation, repair, or additions to structures in which the stone was originally used. In gravestones, most commonly used as bases, although common in some areas, such as the Connecticut River Valley, for tabletstones as well (Strangstad 1988).

Cast Iron: Iron in a molten state that is poured into molds and allowed to cool. The patterns were often highly decorative. Fences, sometimes incorporating funerary motifs such as inverted torches and draped urns in the designs, are the most commonly used cast iron features in cemeteries. Grave markers and above-ground tombs were occasionally made of cast iron.

Coquina: A soft sedimentary rock composed primarily of seashells. It was most often used in certain areas of the West Indies and in Florida as a building material. In Florida, the coquina deposits (which stretch for approximately 250 miles along the coast from St. Augustine to Key West) are Dorax shells cemented together with calcium carbonate that has leached from the shells. Coquina stone is soft and porous when it is first quarried. It becomes harder and stronger as its moisture content evaporates after exposure to air. The stone is not commonly found in cemeteries, although grave markers and box tombs made of coquina have been identified in east Florida.

Composite Stone: See artificial stone.

Granite: An extremely hard igneous rock made up of medium- to coarse-grained quartz, mica and feldspar crystals. The feldspar crystals are pink or white in color, the mica are black and the quartz are grey. The relative proportion of pink feldspar to white feldspar gives granite a wide variety of colors. Granite takes a high polish and is extremely resistant to weathering. It became very popular in the monument trade in the mid- to late- 19th century. Currently, almost all grave markers are made of granite.

Limestone: A sedimentary rock consisting primarily of calcium carbonate. (When this rock is subjected to great heat and pressure it forms marble). It is usually fine-grained and occurs in pale yellow-white to grey colors. It is easily eroded by acid precipitation. Limestone was sometimes used for grave markers when it was the predominant local stone. It was also used for structures such as tombs, walls, fence posts, etc.

Marble: A recrystallized limestone which forms a hard metamorphic rock. It is typically white and may have some dark-colored streaking. The amount of calcite or dolomite in a marble's makeup determines the quality or "grade" of marble, with the finer-grained marbles (such as Carrara) having higher dolomitic content. Marbles with high calcite content react with acid precipitation and deteriorate rapidly. White marble was popular for markers and monuments in the latter decades of the 1700s throughout the 1800s. Recently, the colored marbles (pink and grey) have become more popular in funerary art.

Plaster: A cementitious coating applied over the exterior of stone or brick structures to give a finished appearance and to prevent water from entering the masonry. It is sometimes scored to resemble stone block. Plaster is sometimes called "stucco," although that term generally denotes less fine workmanship.

Pottery: Grave markers made of clay that has been hardened by heat. Pottery markers are generally of two types: earthenware, which is often unglazed and fired at a low temperature, and stoneware, which is glazed and fired at a high temperature. In Florida, pottery markers are extremely rare.

Sandstone: A sedimentary rock, with the sand grains generally cemented together by silica/calcite. The size of the sand grains can be fine to medium. Its more common colors range from brown to red to yellow (whites, blues and greens are also possible). Sandstones cemented with calcite will rapidly deteriorate when exposed to acid precipitation, while those cemented with silica are stronger and more resistant to chemical reaction. Sandstone was used for gravestones during the 18th and early-mid 19th centuries. Sandstone markers are relatively uncommon in Florida; they are usually found in cemeteries associated with earliest settlement, although during the late Victorian period it was sometimes used. Large mausolea built during this same time period also were sometimes made of sandstones.

Slate: A hard, very fine-grained metamorphic rock, dark blue-gray to black in color. It can be distinguished from shales and sandstones because its individual grains cannot be seen with the naked eye. Slate tends to hold up well over time, although it sometimes cleaves into layers, which causes delamination problems for grave stones. Slate was popular for grave markers during the 18th and early 19th centuries; however, in Florida, slate markers are rare. Most often, slate is found in Florida's cemeteries in the foundation slab for table tombs. However, it is not unusual to find small fragments of slate in the earliest cemeteries, which may indicate that gravestones of the material were once present.

Stucco: A cementitious coating applied over the exterior of stone or brick structures to give a finished appearance and to prevent water from entering the masonry. It is sometimes scored to resemble ashlar block.

Tabby: A building material comprised of oyster shell, sand, lime and water. The lime for the mixture was made by burning oyster shell in kilns fueled by wood fires. Tabby was used primarily in coastal areas of Georgia, South Carolina and north Florida. The material was somewhat porous and completed structures were plastered with a coating of lime and sand to

protect the exteriors. In some cemeteries in east Florida, tabby was used to construct walls around grave plots.

White Bronze: A material somewhat popular for grave markers during the last decades of the 19th century. "White Bronze" is almost pure zinc. When exposed to the elements, a protective blue-gray colored coating forms on the exterior. The markers range from modest to elaborate and contain a variety of designs popular in funerary art during that time period.

Wood: Graves were once commonly marked by wood headboards and footboards and sometimes surrounded by wood paling fences, or more uncommonly, by carved cradles. Although most wood markers deteriorated over time, occasional pieces remain as reminders of past burial practices. Some ethnic groups still traditionally use wood markers in their cemeteries, although those customs are becoming less common.

Wrought Iron: Malleable iron that is heated and then worked into the desired shape by hammering, bending and twisting. This is the type of ironwork generally associated with blacksmithing. Most wrought iron fences and other items found in cemeteries tend to be from earlier time periods.

Marker Terminology

Box Tomb: A structure resembling a rectangular box approximately 3 feet x 6 feet, and 2 feet to 3 feet high, with a flat top designed to hold a ledger stone. Box tombs were usually built of locally available brick or stone such as coquina or limestone, although some were constructed of marble. The structure was built over an in-ground burial. Box tombs were sometimes referred to as "vaults" during the time period that they were popular.

Closure Tablet: An inscribed stone tablet placed over the sealed opening of a tomb to commemorate the deceased who is entombed there.

Coping: A term used interchangeably with curbing (see below) -- technically, a coping is the top course of a masonry wall, usually sloped to facilitate water runoff.

Cradle: A decorative curbing that surrounds a single grave. It is usually made of the same material as the headstone and incorporated as part of the design of the marker.

Curbing: A low, narrow structure surrounding a grave or plot of graves; curbing can be masonry or stone, and is sometimes decorative.

Face: The carved and/or inscribed side of a gravestone.

Footstone: A small stone placed to mark the foot of a grave. It is usually made of the same type of stone, and in the same style, as the headstone; generally inscribed with only the initials of the deceased.

Grave Articles: Items placed on a grave that have spiritual significance within the cultural context of the deceased.

Grave Marker: Any item used to indicate the location of a grave; most often an inscribed stone placed at the head of the grave, but it can also include a tomb, monument, curbing, fence, wall, plant, or other item.

Grave Shelter: A wood structure placed over a grave, usually with a gable roof and sides of vertical pickets or horizontal boards. Some have boards with decorative "jig" work; a few are constructed with doors and windows to resemble small houses. Grave shelters were common in some areas of the South and are generally associated with Native-Americans and groups with Scot-Irish ancestry.

Headstone: A stone placed to mark the head of a grave and usually inscribed with information about the deceased. It may be carved with designs typical of the funerary art of the time period.

Ledger Stone: A large stone slab, usually about 3 feet x 6 feet x 2" - 4" thick, inscribed with information about the deceased. Ledgers were placed on table and box tombs or on low (only inches-high) masonry structures for support. Ledger stones were most often made of marble, although early slate and sandstone examples have been identified throughout the southeastern United States and the Caribbean. These markers are always in a horizontal position, parallel to the ground.

Mausoleum: A structure for the above-ground entombment of bodies. It has an entry door and coffins are placed on shelves or niches along the walls.

Table Tomb: A stone slab (ledger) approximately 2-4 inches thick and 3 by 6 feet in plan, supported on "legs" or columns at each corner (sometimes also on the sides and/or in the center). The marker is approximately 2 feet to 3 feet high. The legs are supported by a bottom slab (often a material different from the ledger stone).

Tablet Stone: A marker made of a single piece of stone (usually slate, sandstone or marble) approximately 2-3 inches thick, that is set vertically into the ground.

Tomb: A structure for the entombment of human remains, designed in such a way that spaces are available only for the placement of coffins. Tombs may be in-ground or above-ground.

Tombstone: An inscribed stone tablet placed over the sealed opening of a tomb to commemorate the deceased who is interred there. This term is often used to describe headstones placed at in-ground graves.

Associated Terminology

Burial Ground: Also "burying ground," same as "graveyard" (Potter and Boland 1992).

Burying Ground: A term applied to public spaces, especially during the 18th and early 19th centuries, dedicated to the interment of bodies (also burial ground).

Burial Site: A place for disposal of burial remains, including various forms of encasement and platform burials that are not excavated in the ground or enclosed by mounded earth (Potter and Boland 1992).

Cemetery: A place set aside for the burial of the dead. The term is generally applied to sites belonging to the public and maintained by public funds, as opposed to sites established by families or those that surround church yards. The term is also used for places dedicated for specific groups, such as a Catholic cemetery, Italian cemetery, etc.

Chapel: A place of worship or meditation in a cemetery or mausoleum, either a freestanding building or a room set apart for commemorative services (Potter and Boland 1992).

Churchyard: A burying ground that immediately surrounds a church and is generally restricted to interments of members of its congregation.

Columbarium: A vault or structure for storage of urns containing cremated remains.

Delamination: The separation of layers of stone along bedding planes (common with slates and sandstones).

Epitaph: An inscription of a grave marker identifying and/or commemorating the dead (Potter and Boland 1992).

Exfoliation: The breaking or peeling away of layers of stone, usually caused by weathering.

Family Plot: An area reserved for members of a particular family within a larger cemetery. Plot boundaries may be marked with a fence, curbing, plants, or other visual means.

Flaking: A term commonly used regarding gravestones to indicate minor delamination of surfaces or otherwise unsound stone which easily peels off in small sheets or layers (Strangstad 1988).

Gatehouse: A building at the main entrance to a cemetery that is controlled by a gate; a shelter or habitation for the gate keeper (Potter and Boland 1992).

Grave: A place or receptacle for burial (Potter and Boland 1992).

Graveyard: An area set aside for burial of the dead; a common burying ground of a church or community (Potter and Boland 1992).

Incised Carving: In gravestones, ornamentation made by cutting into the stone; engraving (Strangstad 1988).

Interment: A burial; the act of committing the dead to a grave (Potter and Boland 1992).

Mortuary: A place for preparation of the dead prior to burial or cremation (Potter and Boland 1992).

Receiving Tomb: A vault where the dead may be held until a final burial place is prepared. Also known as a receiving vault (Potter and Boland 1992).

Relief Carving: Ornamentation projecting forward from a surface through shallow carving (Strangstad 1988).

Sexton: Traditionally, a digger of graves and supervisor of burials in the churchyard; commonly, a cemetery superintendent (Potter and Boland 1992).

Upland South Cemetery: A type of folk cemetery widely dispersed across the southern United States which is characterized by hill top location, scraped ground, mounded graves, preferred species of vegetation with symbolic meaning, highly personalized forms of grave decoration, and associated cults of piety such as graveyard workday and Decoration Day.

APPENDIX C: TIPS FOR SURVEY PROJECTS THAT PRODUCE RESOURCE FORMS

In the interest of preventing errors and inefficiencies by both surveyors and the Site File, we offer the following suggested sequence of steps for cultural resource surveyors conducting a project in Florida.

Planning and Preparation

- In the earliest planning phases **prepare to use Site File digital PDF recording forms** for both creating the forms and submitting them to the Site File. Submission of digital PDF forms is required for grant-funded projects.
- The *Historical Cemetery Form*, version 5.0, is the most current form, and it is available for download on our website. Earlier versions of the form will be accepted, but some fields have been changed significantly and **we encourage use of the current, accepted form.**
- Most local **city or county governments have useful information for your project area** in the form of Geographic Information System data or general computer databases, often online. If available, please include tax identification numbers (or *STRAP* numbers) or other cross-references to local databases in your forms. Sometimes local databases may contain ownership history, general historical information, large scale maps, building footprints or photographs.
- **Identify and examine reports of past surveys in the project area** whose findings and methods may affect planning of your project. Contact the Site File for assistance in identifying previous surveys in your project area.
- **Identify previously recorded cultural resources in the project area.** This step is important because State Site Numbers cannot be assigned until it is established that the resource is not already recorded. Normally, searches for previously recorded resources can be conducted through legal description of the project location (township, range, and section) or addresses for individual cases. Also, GIS and database information are available for all previously recorded resources, and may be obtained by contacting the Site File.

Preliminary and Survey-Level Records

- As soon as you have a list of unrecorded resources for which new forms will be prepared, contact the Site File to **request State Site Numbers for the new resources.** Numbers may be requested using the *Number Assignment Request/Confirmation Form* available on the Site File website. For large projects numbers may be pre-assigned in blocks. Before requesting new site numbers please check Site File records to ensure that each resource does not already have a State Site Number.
- If this form is being submitted as part of a **field survey project or includes a report manuscript**, please complete the Site File's *Survey Log Sheet*. The Survey Log Sheet serves as the data entry form for manuscripts and has one required attachment, a portion of the 1:24,000 (7.5 minute) USGS topographic map with the survey project area clearly marked. To assist future researchers and aid the Site File in processing survey projects please adhere to the following guidelines:

- In the survey report, use the State Site Number for historic properties which are referred to in text or tabulated. The report should include a table of all resources correlating Site File numbers with name, location or other important information.
- On the *Survey Log Sheet*, please list all site numbers of resources for which you are submitting forms.
- Separate forms for newly recorded properties (“originals”) from forms for previously recorded properties (“updates”).
- Refer to Florida Administrative Rule 1A-46.001 for official standards and guidelines for survey reports.

Packaging Resource Forms

- Clip continuation/supplement pages, photographs, marked USGS and large scale maps, and other material documenting individual resources to the completed form. Ensure that all materials are labeled with the State Site Number.
- Arrange submitted forms in State Site Number order.
- If you are using GIS software to generate your map products and resource locations please include the GIS data along with your hard copy forms and maps. When submitting GIS data, please include metadata (datum and projection information at a minimum).
- When submitting Site File digital PDF forms, please include digital media containing your files, maps and photos. Unless otherwise instructed, all submitted files (PDF forms, image files, and any supplementary information) should be named with the State Site Number. **Do not embed image and map files** within the PDF form file. All attachments should be separate files.

Transmitting Project Results

- Consultants often have to transmit at least two sets of project documentation, one to the client and one to SHPO. When transmitting project results, especially if your product passes through other hands (such as your client) before reaching us, take reasonable steps to ensure that the Site File receives a comprehensive set of documents.
- For compliance projects, transmit only *one* package of all documentation to the Compliance Review Section in Tallahassee. When their review process is complete they will pass all materials on to the Site File.
- For projects funded by the State of Florida’s historic preservation grant in-aid program, follow instructions in your grant award agreement, confirmed by your grant administrator (Grants and Education Section, Division of Historical Resources, 850.245.6333). While multiple copies of the survey report are required, only one complete set of hard copy resource recording forms (site forms) is normally submitted. Transmit all products to the Grants office and they will pass the materials on to the Site File.

APPENDIX D: FMSF PHOTO POLICY

The Florida Master Site File requires photographic documentation of resources as a component of a completed Historical Structure Form, Historical Bridge Form, Historical Cemetery Form or Resource Group Form. Photographs may be submitted as a digital image file **OR** as an archival Black and White photographic print. In either case the overall quality of the image (resolution, exposure, texture, focus, etc.) should be sufficient to display architectural details, where applicable. Such details include but are not limited to: ornamentation, window types, masonry patterns and materials, and distinctive roof materials.

When Submitting Digital Image Files...

The image files must be submitted on CD or other digital media *and* as a hard copy printout on plain paper (photo paper or archival processing is *not* required). Note that the image file should be a separate JPEG or TIFF image and not inserted or appended to the PDF form file. The image files should include the site number as part of the file name and must adhere to the following specifications*:

Size/Resolution: 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. This works out to approximately 2 megapixels.

Color Format: RGB color saved at 8-bit (or larger) per channel format. This results in a 24-bit color image (8-bits each for the Red, Green and Blue channels).

File Format: JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

*Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission to the Site File.

If Submitting Archival Black and White Photographic Prints...

The Site File requires a glossy Black and White photographic print produced by photographic chemistry on a quality Black and White photographic paper. Color photographic paper is not acceptable because it does not meet the stability requirements for archival storage. Paper rated for at least a 50-year life is acceptable. The print must be large enough, at least 3"x5", to show detail without magnification and to show further detail under low magnification.

APPENDIX E: SUGGESTED READING

Survey of Cemeteries

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1992 *Guidelines for Evaluating and Registering Cemeteries and Burial Places*. National Register Bulletin 41. US Department of Interior, National Park Service, National Register of Historic Places, Washington, D.C.

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1991 *Tombstones of Your Ancestors*. Heritage Books, Bowie, Maryland.

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1989 *Florida's Historic Cemeteries: A Preservation Handbook*. Historic Tallahassee Preservation Board, Tallahassee.

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1940-1941. *Register of Deceased Veterans: Florida: Nos. 1-67*. Veterans' Graves Registration Project, St. Augustine, Florida. For each of Florida's 67 counties, a book-

format tabulation of veterans and cemeteries was published. This list of cemeteries would be a good starting point for a survey of historic cemeteries within a given county. The State Library of Florida (850-487-2651), for example, has non-circulating copies of these sources under call number F973.7U58.

General Interest

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