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2023 CTA Fall Meeting
October 6, 2023
Business Meeting: 9:00 am
Embassy Suites/San Marcos Convention Center
1001 E McCarty Lane, San Marcos, Texas

The CTA will set up a virtual meeting option on Zoom - additional instructions and a link to the meeting will be distributed to current members via email.



President's Forum

I know that we call the upcoming CTA meeting the fall meeting, but it seems like we will still be in the never-ending summer. Hopefully we see a break as we gather in the San Marcos Convention Center/Embassy Suites on October 6th. Registration begins at 8:30 am with the meeting promptly starting 9:00 am. We have a two-hour window for the meeting, so I will be even more vigilant about staying on schedule. If you cannot make the meeting, we will again do it via Zoom. The Zoom option continues to be a popular way for people to take part in CTA's meetings when they are unable to attend in person. We will continue to offer this option as long as it remains popular.

The CTA Careers in Archeology social will start after Doug Boyd's TAS presentation. If you haven't seen one of Doug's presentations, I hope you make time to check out the great archeology and public outreach he will be discussing. I'm hoping we have another great turnout. Don't forget to reserve a table to promote your company or donate to the fund. If you know any students or early career archeologists, please remind them to come to the Careers in Archeology social and learn about the myriad of job and career opportunities in Texas.

Beyond our usual agency and committee reports, we will revisit the 2024 budget and vote on the updated Guidelines and Standards for Reports. The updated Guidelines and Standards for Reports is available in the members-only area of the CTA website and at the end of this newsletter. The committee has worked hard on these updates and I am confident we will vote and pass these new stan-



dards and guidelines. You must be a current registered professional (Professional or Principal Investigator) or student member to vote, so make sure you have your CTA membership up to date.

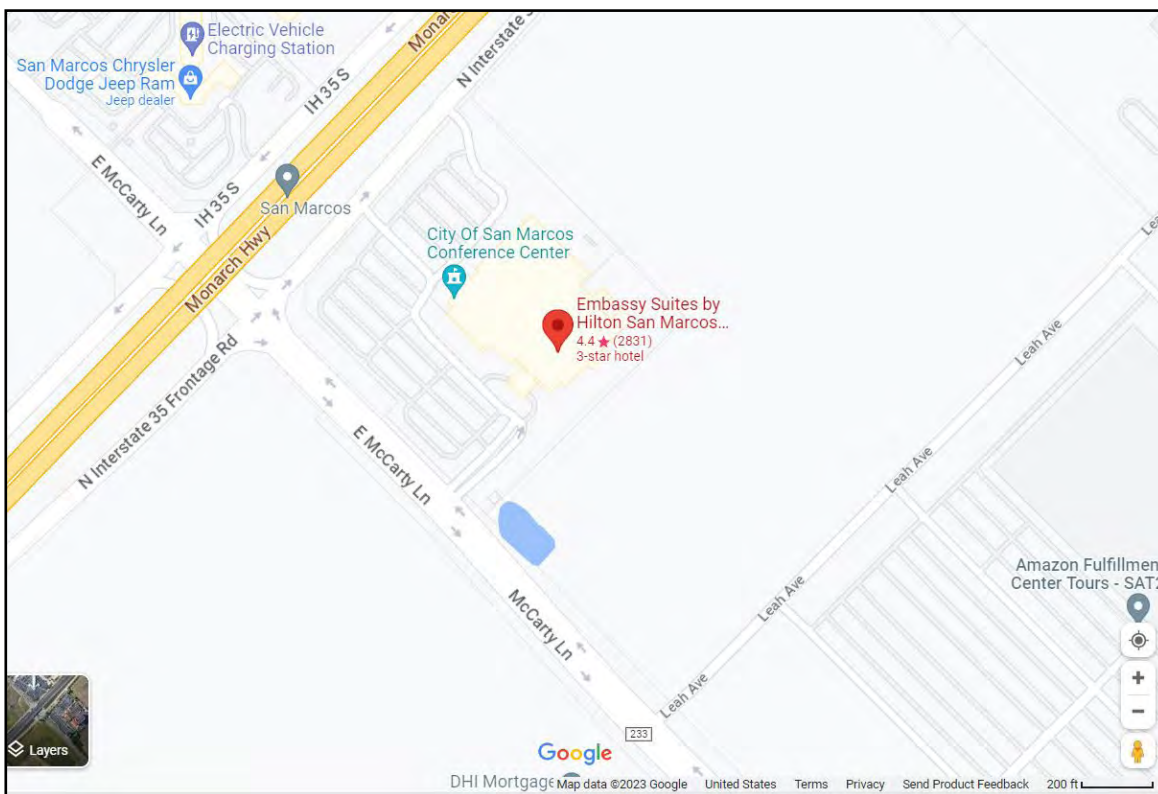
The CTA membership continues to be robust and reflect the strong archeological field in Texas. The archeological community continues to grow in our state, and I hope that the many CRM firms in the state are supporting their employees joining CTA. It is a great way to have a voice in the direction of archeology in Texas.

With our short time, I am not sure if we will have time to discuss best practices for creating a viable pipeline of potential employees. As I mentioned in the spring newsletter, we must support our local colleges and universities by volunteering to give talks and speaking in classes, offering paid internships, supporting departmental field and laboratory training, and providing insight into what makes for a successful CRM career. I also recommend that we begin to develop a set of talking points that our academic colleagues can use to promote employment

opportunities in Texas and why anthropology programs are important for our industry. It is important that we stress needs in Texas because that is what administrators will want to know. I can't stress it enough, but it's time for the CTA and the state's CRM firms to become more proactive in making sure that students and early career folks are adequately prepared for a CRM career. The CTA and our members must reach out to colleges and universities to offer support and guidance and we need to ensure there is proper mentoring and training for early career practitioners. If time allows, I will bring this up again during the New Business.

I look forward to seeing you all at the fall meeting in San Marcos. It is a great opportunity to come together as a community to renew old friendships and make new ones. As always, our members and volunteers are what makes our organization great and I want to thank you all for your interest and service to Texas archeology.

See you all soon,
Todd Ahlman



Embassy Suites/San Marcos Convention Center: 1001 E McCarty Lane, San Marcos, Texas
 Directions: Take IH35 south from San Marcos; Take exit 201 toward McCarty Lane; Turn left onto E McCarty Lane; Conference Center will be on the left.

Fall 2023 Meeting Agenda

Registration - 8:30 am

Call to Order - 9:00 am

Approval of Minutes, Spring 2023 Meeting - 9:02 am

Officers' Reports

9:02 - 9:15 am

President (Todd Ahlman)

Vice President (Polly Clark)

Past President (Jon Lohse)

Secretary (Scotty Moore)

Treasurer (Thomas Barrett)

Newsletter Editor (Tina Nielsen)

Agency Reports

9:15 - 9:30 am

Texas Archeological Research Laboratory (Lauren Bussiere)

Center for Archaeological Studies (Jodi Jacobson)

Center for Archaeological Research (Cindy Munoz)

Texas Historical Commission (Brad Jones)

Texas Parks and Wildlife (TBD)

Texas Department of Transportation (Scott Pletka)

Standing Committee Reports

9:30 - 9:50 am

Auditing (Marybeth Tomka)

Budget Committee (Thomas Barrett)

CTA Communications/Contractors (Laura Clark)

Curation (Amy Reid)

Governmental Affairs (Nesta Anderson)

Membership (Cyndal Mateja)

Multicultural Relations (Mary Jo Galindo)

Nominating (Emily Dylla)

Public Education (Todd Ahlman)

Standards and Guidelines Committee (Jodi Jacobson)

Ad Hoc Committee Reports

9:50 - 10:00 am

Texas Private Lands Heritage Preservation Partnership (Eric Schroeder)

Lost Cemeteries Task Force (Andi Burden)

Training and Education (Sarah Chesney and Virginia Moore)

Old Business

10:00 - 10:50 am

Vote on Standards and Guidelines for Reports

Vote on 2024 Budget

New Business

10:50 - 11:00 am

Meeting Adjourns - 11:00 am

Note: Agenda is subject to change prior to the Meeting

Vice President's Report

The CTA Spring Social at Zilker Park was a wonderful time. Many thanks to Social Committee members Tiffany Osburn, Aina Dodge, and Dana Anthony, as well as Meghan Bruckse Bury, for going above and beyond in making it possible!

Looking forward to seeing everyone at the Friday Night Social in San Marcos on October 6th. We'll have a cash bar and an assortment of hors d'oeuvres and snacks.

Thanks,
Polly



Spring 2023 CTA Social at Zilker Park. Photo courtesy of Aina Dodge.

Secretary's Report

Happy Fall to everyone!

I was looking over the Secretary report from Fall 2022 and I noticed that my first comment had been that it had been a “record breaking summer” for high temperatures. Move over 2022... Summer 2023 hasn't pulled any punches. Last summer was almost chilly by comparison.

The great news this fall is that our membership numbers continue to rise. As you can see from the table below, we've hit record numbers this year for the Contractor, Principal Investigator, and Student membership categories. I'm particularly pleased that our Student membership category has risen dramatically over the last couple of years; I hope that trend continues.

A couple of quick reminders:

- If you have changed firms/institutions this year, please take a moment to update your information on your member's page. Similarly, if the point of contact for your Contractor Listing has changed, please either update the page or let us know.



- If you are relatively new to CTA and are not sure whether you should be listed as a Principal Investigator or a Professional Archeologist, here's how we break it down: if you apply for and receive Texas Antiquities Code permits from THC, then you are a Principal Investigator! If you need help changing your category, just let me know!

As always, if you have issues or suggestions for how we can make the CTA website, the membership application/renewal process, or any of the communication that you have with CTA better, please don't hesitate to reach out!

Membership Category	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Contractor	48	48	50	51	50	52
Institutional	5	6	9	7	5	7
Principal Investigator	132	48	48	54	66	69
Professional Archeologist		92	78	78	97	94
Retiree	17	9	7	7	7	5
Student		24	13	12	17	24
Total	180	227	205	209	242	251

* Shaded cells represent the highest value for that category 2018–2023.

Treasurer's Report

First off, I hope all are well and healthy during this recent covid surge. Last month, I met with Marybeth Tomka and David Yelacic of the Auditing Committee, and am pleased to report they found no irregularities or problems (other than perhaps too much money...).

Second, I can report that the finances of the Council of Texas Archeologists are sound. As of September 14, 2023, our current account balances are as follows:

\$37,787.29	– Operations fund
\$30,937.54	– Investment fund
<u>\$9,134.31</u>	<u>– Student grant fund</u>
\$77,859.14	– Total CTA funds

Finally, the approved transfer of CTA Investment funds from the Bank of America (BoA) money market account to Clear Rock Advisors, LLC, is still awaiting other officer's signatures on the legal documents, but I am hoping to fill these out with President Todd Ahlman at the upcoming Fall Meeting (although there



may be discussion regarding dispensation of funds; e.g., more grants and investments in the membership). Either way, CTA would gain more return than currently with BoA (i.e., \$3.50 last year).

In closing, I continue to serve the Council and its members to maintain our organization's future and shared Texas history.

Sincerely,
Tom, CTA Treasurer

Newsletter Editor's Report

Hi All-

I am looking forward to seeing everyone in San Marcos in a couple of weeks. Please review the revised 2024 Budget on page 14 and updated Draft Guidelines and Standards for Reports at the end of the newsletter prior to the CTA business meeting on October 6th as both will be voted on at the meeting. The due date for Spring 2024 CTA newsletter submissions is not set yet, but will likely be due in early March.

Cheers,
Tina



Auditing Committee Report

August 18, 2023

Marybeth Tomka, Chair
David Yelacic
Chris Barry
Tom Barrett, Treasurer

The Auditing Committee met this day minus Chris Berry. David and I looked at the online statements with Tom, and through the checkbook. The only thing that we were not clear on but eventually deduced was the repeated AffiniPay charges. This seems to be the payment service that Wild Apricot uses to funnel money to our accounts and reflects our dues payments and credit card fees. The only other payments out of our accounts are to Eric Schroeder for the Public Land Initiative, reimbursement to several of the social committees for expenses of the Fall Social, payment for room rental at LCRA, and payment to Wild Apricot for web hosting services and payment of dues.

Our accounts are as follows:

Operations (Checkin) Account	\$35,432.92
Investment Fund	\$30,937.28
Scholarship Fund	\$ 9,134.23
<u>Total</u>	<u>\$66,370.20</u>

Among the issues talked about in regard to our finances, Marybeth expressed concern about the amount of money we have in our accounts and how it affects our non-profit status. Tom was able to produce a record of correspondence that CTA received in 1988 confirming our non-profit status and that if our gross receipts per annum were over \$25,000, status could change. We can assume that in the thirty odd years that have past, this amount will have increased. However, we do not take in that amount of money, so we should be safe from the IRS for that part of the code. Yet, since we do not have a policy or procedure on how the books are kept, and in what format the treasurer should present the income

and expenses to the membership, it seemed to all of us that we might be in violation of other statutes involving fund management. It is my understanding that we can accumulate funds as long as we spend that money on our core missions.

To that end, the committee has a few recommendations that could be interpreted as motions from the committee. These motions do not require a second and can proceed straight to discussion and a vote unless tabled.

The committee offers the following motions:

- 1) We enlist the services of a non-profit CPA to guide us in developing financial procedures and policies.
- 2) The treasurer be tasked with providing more specific financial reports to include all categories shown on our annual budget including grants received and awarded. The recommendation is to have the Ex Com work on this format and an ad hoc committee can be formed to aid in this task.
- 3) Provide the treasurer access to the Wild Apricot system to double check the deposits and fees charged to our accounts.
- 4) Formation of an ad hoc committee on professional development to include survey of what membership desires in additional training and potentially of CRM firms in what skills are lacking in new hires. We can look to RPA, ACRA, SAA, and SHA for topics, and the TAS academies as models of how to conduct training. (The use of our funds in this training will be evidence of mission fulfillment).

Respectfully Submitted,

Marybeth S.F.Tomka

Curation Committee Report

Amy Reid, Chair, Center for Archaeological Studies
 Marybeth Tomka, Argyle Archaeological Services
 Aina Dodge, TPWD
 Tina Nielsen, SWCA
 Lauren Miller, BGE, Inc.
 Brad Jones, THC, ex-officio member

Howdy! As you may already know, I was recently nominated and voted into the Chair position for the Curation Committee. Though I welcome this opportunity, I want to acknowledge that Marybeth's leadership as we revised the curation standards and urged the council to officially recognize curation as a professional and ethical responsibility by adding a curation guideline to the CTA's Ethics Statement, was invaluable. Her ten years of service as Chair and all she was able to accomplish is a pretty tough act to follow. Nonetheless, I am committed to leading our committee of curation and collection professionals and ensuring that their voices are heard. I am excited to take on initiatives that will benefit the CTA membership and the Texas archeological community, such as pay issues for Curatorial, Collections, and Laboratory workers, using curated collections for research and outreach, and the sustainability of repositories.

Marybeth, while no longer serving as Chair, has graciously agreed to stick around on the committee and help me with this transition. She is happily retired, but not entirely out of the game, as she has opened up her own business to advise on curation matters and provide curation preparation services: [Argyle Archaeological Services LLC](#). Marybeth is also organizing a Curation Symposium for the 2023 TAS Annual Meeting. You won't want to miss this session of diverse topics that are relevant to all practicing archeologists presented by some tremendous professionals and speakers.

In other news, please note that the Curatorial Facility Certification Program (CFCP) Coordinator position is in flux, and Brad Jones will remain the contact person

until the THC can hire a part-time person to assist. The THC has instituted the online curation submission system, which will be more regularly managed once they have this position filled.

I also wanted to highlight a community curation project that our colleague Jamie Ross (Archeological Collections Manager at the Texas Historical Commission) is supervising, the Collections Stewardship through Community Curation Program. Jamie and her team are rehabilitating collections from excavations at three National Register properties: Fanthorp Inn State Historic Site, Varner-Hogg Plantation State Historic Site, and San Felipe de Austin State Historic Site. This project seeks to enable the rehabilitation of these collections through the creation of an outreach program focusing on training students, source communities, and volunteers in archeological collections processing methods. They are engaging the professional archeological community, archeological collections managers and site staff, as well as community participants to establish a sustainable practice that enhances the research and educational value of these legacy archeological collections currently cared for by the Texas Historical Commission. Jamie plans to develop a volunteer handbook (which she has offered to share when it is ready) and is working with subject matter experts to develop guidelines for lithics, ceramics, glass, metals stabilization, and faunal/osteological materials. Bravo Jamie and team!

In the coming months, I plan to work with the committee to discuss some ideas for initiatives and priorities we can tackle together. I'd also like to return to the idea of an ongoing series of quick tips we can include in the newsletters. I invite each of you to contact me if you have any ideas or constructive comments.

Respectfully submitted,
 Amy E. Reid
 Curator-Center for Archaeological Studies
 Lab Supervisor-Veterans Curation Program

Nominations Committee Report

The fall meeting is roaring up, and the spring meeting is not far behind. This spring we will have four Board elections to conduct! Here are the positions:

- President
- Secretary
- Treasurer
- Newsletter Editor

If you are:

- 1) interested in running for one of these positions,
- 2) potentially interested but have questions, or
- 3) would like to recommend someone for me to try to recruit into running, please let me know (emily.dylla@thc.texas.gov, 512-463-5915). Fair warning, I will be in active recruiting mode before, during, and after

October 6th, so don't make eye contact if you don't want to risk that!

For the fall meeting, I've asked board members to give a brief spiel about what their current position entails in terms of duties and time commitments, to help familiarize anyone in membership who otherwise does not know. Please do consider running. It's a great way to contribute to the professional archeology community here in Texas, good experience that will serve you throughout your career, and it looks great on a resume.

See everyone in San Marcos!

Cheers,
Emily

Standards and Guidelines Committee Report

By: Jodi Jacobson

At the Spring meeting, CTA membership requested additional time to review and comment on the proposed Reporting Standards and Guidelines. The CTA Standards and Guidelines Committee left the comment period open an extra month after the meeting, with all comments due by 5 p.m. May 14. In total, we received comments from seven different individuals, though one of those contained "group" comments from a small CRM firm. Of those seven sets of comments, only one individual sent their comments in prior to the May 14 deadline, one set of comments we received after 9 p.m. on the deadline day, and the remaining five were received May 15 (past deadline) or later. Despite most of the comments coming in after the date, we felt it important to give consideration regardless and gave full consideration to the late comments. We also added to consideration some comments voiced in the Spring meeting, but which were not followed up by individual

comment submissions.

Robin Barnes was kind enough to synthesize all comments received by page and section they were noted in the document into in an excel comment matrix. All members of the Standard and Guidelines Committee reviewed all comments and made notations of agreement, disagreement, what changes were recommended, etc. in the comment matrix, and went on a shared drive to make recommended edits to the Reporting Standards and Guidelines document itself. Where we as a committee had a majority consensus to address or accept a comment we did. If we had a majority consensus to reject a comment we did, but always with deep discussion and consideration before discard, making sure full consideration had been given. Some members weighed in on shared document modification recommendations and suggested improvements or commented on changes. We then held two different live meetings (June 1st and June 13th) to discuss the remaining comments and

how to address or whether to address comments and made sure there was a majority decision for each individual comment.

All committee members were given up to 1 week after our in person meetings for additional edits or comments, if needed. In addition, we held multiple conversations via email around various committee member vacations, job changes, work demands, and family demands. Arlo McKee was then kind enough to go through the draft version we had marked up with recommended changes and to make sure all the comments in the matrix we agreed to address had been addressed. After his edits, the Chair of Standards and Guidelines, Jodi Jacobson, and member of the Standards and Guidelines Committee and Chair of the Ad Hoc Committee, Amy Borgens, reviewed all the edits and made sure they were in keeping with the committees decisions. The completed document was submitted back to the Standards and Guidelines Committee and to the Ad Hoc Reporting Guidelines Committee to review the changes and have time to comment or recommend additional edits.

During this time, an initial copy edit review was conducted by non-committee CTA member Caitlin Gulihur. Comments by the Ad hoc committee and minor recommended revisions to some of the edits were reviewed, along with suggested copy edit changes. All of this was integrated into the document by Jodi Jacobson and Amy Borgens and submitted back to the CTA Standards and Guidelines committee for review. With their approval, the document was sent to a non-committee CTA member, Amy Reid, for a final copy edit. Those edits were reviewed and a final version sent to the CTA Standards and Guidelines committee for approval. Upon approval, the final version was submitted to the CTA Executive Committee for publication online and in the Newsletter on September 5, 2023. To this date, the Reporting Guidelines have now been presented at multiple prior meetings at multiple stages of its development with ample time for comment by membership on more complete versions. We recommend the proposed Reporting Standards and Guidelines are ready for a vote at the Fall 2023 Meeting. The committees focus has been only on these guidelines since the last meeting, we hope to direct our attention to the other in progress guidelines after the Fall meeting.

Texas Private Lands Heritage Preservation Partnership Update

By: Eric Schroeder, Program Chair

Since my spring report there have been two engagements for the Texas Private Lands Heritage Preservation Partnership Program. The first originated from landowners who spoke with Keith Ewell (North Texas Archeological Society) and I at the Texas and Southwestern Cattle Raisers Association conference in Fort Worth. The landowners, Mr. and Mrs. McMillan, told us that there was once an Indian Reservation on their land in Young County, and this intrigued us immensely. So, after the conference, I did some research and discovered that there had indeed been an Indian Reservation on the upper Brazos River that consisted of several different tribes including the Comanche, Caddo, Tonkawa, Wichita, and others, who in 1854, were settled by

the U.S. Army along a 10-mile stretch of the river, each tribe with their own village. The Brazos Indian Reservation, the first in Texas, was under the supervision of the Army at nearby Fort Belknap and when the Army abandoned the fort at the beginning of the Civil War in 1861, the natives abandon the reservation shortly afterwards.

In late May, I paid a visit to the McMillan ranch just outside of Graham, Texas, and the landowners took me to see some of the sites that were on their property, mostly represented by dry-staked stone walls, cut stone foundations, petroglyphs, and a 1930s era trash pit. There was one area at a creek confluence that appeared to have potential for a buried prehistoric site, but I didn't bring a shovel and screen so I couldn't test this out. During my visit, the landowners also introduced me to a local

historian, Ms. Shannon Potts, who is the owner and curator at the local Young County Museum. We did a tour of the museum and then Ms. Potts took us out to her property where she showed us the site where an Indian raid took place on a group of teamsters that were traveling through the area in 1871, for which a Texas Historical Commission Centennial marker still stands today. She also took us to a site where a two-room stone-based house is located and is rumored to have been built by the legendary cattle drover, Charles Goodnight. I plan to return to Graham in late October along with a handful of volunteers to record the sites we visited and to learn more about the locations of the native villages that were part of the Brazos Indian Reservation.

In July, Joey O’Keefe and I exhibited at the Texas Wildlife Association Annual Convention in San Antonio. Over the two days we exhibited at the event, we spoke with 42 landowners about the importance of archeo-

logical and historic site preservation on private lands. We also handed out 22 brochures. We spoke extensively to several landowners: one that spoke of an old fort that was on his property somewhere along the Devils River, another who would like to host a site-recording project on his 20K-acre property near Marathon, and a lead on a deeply buried site with pottery on the Llano River near Junction, Texas. After the convention, I received a follow-up email from a lady who has a ranch in Edwards County in which she invited us out later this fall to record some burned rock middens.

I am grateful to the CTA for their continued support of this program, and in preparation for next year’s events I have prepared the below budget request.

If you would like to volunteer for upcoming program events, please contact me at eschroeder1@austin.rr.com.

2024 Proposed Budget for Private Lands Program

Event	Exhibit Fees	Lodging	Per Diem	Miles	Rate	Total
Texas Land Conservation Association	\$450.00	\$-	\$-	0	\$0.66	\$-
Texas & Southwestern Cattle Raisers	\$495.00	\$220.00	\$220.00	600	\$0.66	\$393.00
Texas Wildlife Association	\$800.00	\$375.00	\$220.00	300	\$0.66	\$196.50
Totals	\$1,745.00	\$595.00	\$440.00			\$589.50
Total Budget Requested	\$3,369.50					

Texas Beyond History Update

Update from Texas Beyond History, TARL's virtual museum of Texas' Cultural Heritage

By: Emily McCuiston

TBH users, collaborators, partners, and friends: we are happy to announce that the Texas Beyond History Kids and Teachers Revamp (K-12 Revamp) is making great strides. Last spring, we hired a web developer to help us redesign the kids' main page, and we are delighted with the results; the aesthetics are bright and modern, and navigation simplified and intuitive. We redesigned our most visited kids' activity, "[How Many Ways Can You Use a Buffalo?](#)" and we added a new parallel activity, "How Many Ways Can You Use an Agave?," both illustrated by Dr. Sam Wilson who generously donated his talents. We moved our crossword puzzles and several other activities into a modern format, and are working to get all our kids' pages moved into the improved web templates. This fall, we will begin fixing glitches in some of the more complex, interactive games. Catch us at the CTA Social or at our TAS poster presentation for a sneak peek of our progress!

We are aiming to have the refreshed Teachers' section of the website live this October. It will feature a modern look and navigation, with filter and sort capabilities for the lesson plans to help teachers find what they need quickly. Perhaps most exciting is that Jason Terry, a Leander ISD social studies teacher with over two decades of experience under his belt, is leading revisions to our large collection of lesson plans, ensuring that current TEKS (state teaching standards) are ascribed to each, and adding or revising class activities to appeal to current generations of students and teachers.

Since our last update, TBH has added a new exhibit and a new Gallery piece. The Gallery piece is about the Sayles Adobe Butted Knife, a great example of the tool type found in the Lower Pecos Canyonlands, written by Tori Pagano and Joy Tatem (see figure on next page). It

went live in May. In August, we added a new Site Exhibit: The John William and María Jesusa Curbelo-Delgado Smith House (see figure on next page). The [Smith House exhibit](#) is based on the archeological investigation of the Smith House foundation, in San Antonio, by Pape-Dawson Consulting Engineers (exhibit sponsor). While literally uncovering the foundations of the former home of this powerful San Antonio family, project staff simultaneously uncovered the story of María's challenges and successes in managing her household and complex estate after the death of her famous Texian husband. An associated lesson plan engages 7th grade social studies students in the eighteenth-century voyage of María's Canary Islander ancestors, founding San Antonio families.

This fall, we need your organization to sign up to be a Sustaining Partner. UT keeps the lights on, but it's the archeology community's support that allows TBH to continue turning out great archeology content. Funds from Sustaining Partners are used to create new content and refresh the staggering amount of existing content, match grants and donations, and help ensure TBH has essential funding for staff. Thank you to our 2023 Sustaining partners: AR Consultants, Acacia Heritage Consulting, Archeological & Environmental Consultants, Council of Texas Archeologists, Goshawk Environmental Consulting, Hill Country Archeological Association, Houston Archeological Society, Llano Uplift Archeological Society, North Texas Archeological Society, Panhandle Archaeological Society, Terracon, and Texas Borderland Archaeology. Thanks also to our individual donors! To donate, contact Steve Black (sblack@utexas.edu) or click the "donate" button on texasbeyonhistory.net (make sure the gift comments read "Texas Beyond History").



These images show well-developed polish and striations parallel to the distal edge of the Sayles Adobe butted knife.

Read all about this Lower Pecos artifact at: texasbeyondhistory.net/gallery/entry-013/

María Jesusa Curbelo-Delgado Smith with artifacts recovered from her house (a teapot fragment, plate sherd, and toy wagon). Her home on Kingsbury is illustrated below her hand.

This exhibit can be found at: <https://www.texasbeyondhistory.net/smithhouse/>



Category/Budget Item	Fees/Amts		2022 Actual		2023 YTD		Proposed 2024		% of 2023 Bgt.	2022 Actual		2023 YTD		Proposed 2024		% of 2023 Exp.	2022 Balance
	No.	Amt	No.	Amt	No.	Amt	No.	Amt		No.	Amt	No.	Amt	No.	Amt		
Memberships																	
Principal Investigator		\$ 45.00	54	\$ 2,430.00	69	\$ 3,105.00	171	\$ 5,340.00	37%	\$ 1,350.00	\$ 1,350.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	6%	\$ (1,350.00)
Professional Archeologist		\$ 30.00	72	\$ 2,160.00	94	\$ 2,820.00	85	\$ 2,550.00	14%	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	0%	\$ (1,350.00)
Student/retiree (voting)		\$ 15.00	14	\$ 210.00	29	\$ 435.00	25	\$ 375.00	12%	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	3%	\$ (1,350.00)
Institutional (non-voting)		\$ 15.00	2	\$ 30.00	7	\$ 105.00	11	\$ 165.00	1%	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	3%	\$ (1,350.00)
Contractor Listing Fees (\$150)		\$ 150.00	46	\$ 6,900.00	45	\$ 6,750.00	52	\$ 7,800.00	0%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
Other income									39%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
Checking Interest				\$ 2,503.00		\$ 2,503.00		\$ 2,503.00	14%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
Money Market Interest				\$ 1.50		\$ 1.50		\$ 1.50	0%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
Scholarship Fund Interest				\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	9%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
Grants/Donations				\$ 1.50		\$ 1.50		\$ 1.50	0%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
				\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	6%	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	2%	\$ (500.00)
Administration																	
Misc. Expenses																	
Digital Management																	
Credit Card Fees																	
Committee Expenses																	
General Committee Expenditures																	
Donations																	
CTA Student Grants																	
TAAM Event Grants (divided among 5 applicants)																	
Archeological Conservancy																	
TAS Research Support Fund**																	
Texas Beyond History																	
TAS Multicultural Program																	
Other Donations																	
Events																	
Spring CTA Social				\$ 3,400.00		\$ 3,400.00		\$ 3,400.00		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	23%	\$ (1,600.00)
Fall CTA Career Social (\$200-2019, \$300-2020)				\$ 400.00		\$ 400.00		\$ 400.00		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	7%	\$ (1,600.00)
				\$ 3,000.00		\$ 3,000.00		\$ 3,000.00		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	16%	\$ (1,600.00)
Outreach and Training Activities																	
Professional Development																	
Public Outreach																	
Total Budget				\$ 17,633.00		\$ 19,118.00		\$ 19,043.00		\$ 21,658.00	\$ 21,658.00	\$ 22,408.00	\$ 22,408.00	\$ 22,408.00	\$ 22,408.00		\$ (2,540.00)

Spring 2023 CTA Meeting Minutes

April 14, 2023

LCRA Rosebud Center, Austin, Texas

Call to Order - 9:02 am (recorded on Zoom)

Meeting Moderator (Todd Ahlman): If you have to speak for reports, you need to speak into the microphone. Thanks to Polly for proving breakfast this morning. Make sure that you sign in at the front table. Get a name tag. Big agenda for this morning.

Approval of Minutes, Fall 2022 Meeting

Todd Ahlman: I assume that everyone read the minutes from the last meeting. Do I have a motion to accept?

Jonathan Jarvis: move to accept.
Second from Tom Barrett.
Unanimously approved.

Officer's Reports

President (Todd Ahlman): Numbers improve every year. I get calls from people asking if we have students. No they all have jobs! Mentoring is going to be a big thing in the next few years. I remember being mentored as I came into the business.

Vice President (Pollyanna Clark): Not much to report. Please take some bagels. Social is at 4:00 pm. I appreciate the support from the committee.

Past President (Jon Lohse): I do want to spend a minute to update you to the Gault School (<https://www.gaultschool.org/>). We want to create a new vision: education, research, and conservation. Look forward to workshop new ideas. New pages will be coming up soon. We are very excited. That's all for me.

Secretary (Scotty Moore): More than 40 people renewed memberships or applied for new mem-

bership just over the last month so here's where our current numbers are:

Contractor: 48
Institutional: 7
Principal Investigator: 70
Professional Archeologist: 84
Retiree: 5
Student: 20
Total: 234

A quick reminder: if you have changed firms/institutions this year, please take a moment to update your information on your Member's page. Similarly, if the point of contact for your Contractor Listing has changed, please either update the page or let us know. As always, if you have issues or suggestions for how we can make the CTA website, the membership application/renewal process, or any of the communication that you have with CTA better, please don't hesitate to reach out!

Treasurer (Thomas Barrett): Interest in the account has gone up by a little. Todd and I still need to sign the account documents for hiring a company to implement an investment strategy. We need to discuss what to do with do with all that money.

Newsletter Editor (Tina Nielsen): September 1 is when submissions for the next newsletter are due (Secretary's note: later amended to September 8).

Agency Reports

Texas Archeological Research Laboratory (Jonathan Jarvis): First time I haven't had to follow Scott Pletka. Our rates have gone down, in some cases pretty significantly. This is my last meeting as a member of TARL. I am leaving for the consulting world.

Center for Archaeological Studies (Jodi Jacobson): Plenty of curation space available. We are using THC's digital curation portal, really

streamlining the processes. Able to now invoice for curation earlier, which helps get billing quickly. Undergoing an update to improve accessibility.

Todd: Shameless plug for a grad program. If you are looking for a MA or PhD then come talk to us.

Center for Archaeological Research (David Yelacic): Not much to report. Echo what I said in the fall (2022). We have access to undergrads who can be interns. We want to spread the word about CRM as a career. Would love to help our undergrads and grad students enter the market.

Todd: Internship are good ways to get students training, especially those that can't do field schools. When students see job ads that require an accredited field school, they see that as a barrier. Think about how you structure your job ads.

Texas Historical Commission (Brad Jones): Cut to the chase: lots of staffing changes. Bill Martin has retired. We will be filling that position. You can look forward to additional review positions. We are also losing Arlo as an employee. He's on vacation until the end of the month. Don't know what's going to happen. eTRAC doesn't care who the reviewer is. There will be some musical chairs. If you have major issues, then I will probably return your email.

Quarterly meeting on 27th-28th. Pretty low stakes, but they are open to the public.

Redoing website over the course of the next year. We are in the generic "improvement" phase. If you have comments, please reach out and let us know. Lots of opportunities to improve. If anything on the website says "Bill Martin" it is going to be changed.

ACHP has issued new guidelines on burials. NAG-PRA is also going through changes.

Texas Parks and Wildlife (Robin Barnes): Reporting on behalf of Michael Strutt. Park's Cultural Resources program is now under the National model. All of our positions are currently filled, but the Wildlife Division wants a cultural resources coordinator.

State Parks Cultural Resources Program is managing Battleship Texas and 40K+ objects associated with the ship.

Blanket contract that runs through the end of August 2025, will need to be reviewed for September 2025.

Todd: You should follow the Battleship Texas social media. They've got cool information. (Secretary's note: Robin is no longer with TWPD)

Texas Department of Transportation (Scott Pletka): No RFPs coming out this year. Next one is for survey contracts next Spring (2024). I get feedback about the contracting process. Two major vehicles: general services (data recovery) and ABS/survey contracts. If you have comments about the RFP process, now is the time to ask questions. Talking to me directly is the best way to get your feedback in.

Chris: any project specific RFPs?

Scott: I had talked previously about my intent to announce RFPs. We are not going to be able to use that process right now for the projects that we are eyeballing. We like to develop teams with different people involved, but it requires a lot of time because the process is cumbersome. In a lot of cases we aren't afforded that amount of time.

Tom Barrett: Can you make that process easier so that more of us can get involved?

Scott: no, nothing we can do. It is kind of clunky.

Staff announcement: we hired Kaity Ulewicz as a reviewer.

Standing Committee Reports

Auditing (Marybeth Tomka): We had a small SNAFU, we will get together next week. Pat Mercado and Mark Denton retired, which is why I am the chair. David Yelacic will be the new chair. Will have report later.

Budget Committee (Thomas Barrett): Not much to report. We are going to talk about allocation.

Todd: we need to vote on the budget. Give me a moment to pull it up.

Vote on 2024 Budget

Todd: we've got more members and have incurred new costs.

Marybeth Tomka: can we move money around to balance the budget?

Todd: we tend to have a balanced budget in the end.

Jon Lohse: We project a negative balance, but we make it up by the end of the year.

Marybeth: It's just not reality. We have the money.

Todd: We need to think about the way to use this money.

Arlo McKee: Someone said that people can't go to field school. Can we use some of the money on the student grant line item?

Becky Shelton: what does the professional development line item go to?

Todd: I'm not sure.

Tom: I don't think we've done much with that.

Steve Black: Some money went to Texas Beyond History. Some of that money goes to Eric Schroeder's program for landowners.

Becky: that \$5,300 - that's multiple student grants. Public Outreach is too general for me to feel comfortable voting on. If we are spending that amount on Landowner outreach and only reach a small number of people, maybe, we need to think about how to spend it better.

Andi Burden: part of our mission is public outreach. We have a vested outreach. As part of the line item, there can be a breakdown.

Marybeth: That's what I'm saying.

Tom: why not spend the money on both landowner outreach and student grants?

Marybeth: I didn't get a chance to look at the books, so I can't make my comments.

Todd: I don't want to remove this line item.

Arlo: how are we marketing the student grants?

Todd: There is a flyer that goes out to universities; generally a faculty member grabs on to it.

Arlo: Are these the people who have to present to us? That could be daunting for students who just want the money to go to field school.

Jodi: In the multicultural committee, we were talking about money for folks for field school. Could we move some of this money over to support that?

Todd: Potentially yes. One of the issues there is that I don't know what the status of the forms/application are. Let's talk.

Todd: I need someone to make a motion here. Do we want to table, vote on it now, etc.

Jon: I see a notice from Eric - CTA was awarded a grant to promote the Landowner Outreach Program. Without knowing the details, if it requires matching funds, but I don't know. Let's table until we can talk to Eric. Let's propose to reallocate money to some other worthwhile programs: multicultural relations, field schools are good, but we may be obligated to match that funds.

Charles Frederick: what about \$1,000?

Motion to table the budget until the Fall Meeting (Arlo/Charles) until the budget can be fixed by Tom, audited, and then voted on either online or at the Fall meeting.

Seconded by Tiffany Osburn.

Todd: this has been the most discussion we've had on budget. Jon has a good idea to figure out what the \$5,300 is for. Probably need to revise the budget sheet to see where its going. Then we can either figure out how to vote online as a special session.

Steve Black: motion to alter the motion to accept the budget now, revise as necessary, and vote in the Fall. (Not possible since not a friendly amendment)

Arlo: if its ok with membership, we should do an online vote.

Jodi: is there a possibility to approve the budget but hold out on some expenditures.

Todd: Laura please check bylaws to see if we have to have a budget.

Becky: we don't have enough information to approve the budget.

Laura: bylaws state that the budget must be presented in the Spring meeting and then vote, so we don't have to have it today.

Katherine Turner Pearson: Can we read out what

we are voting on?

Scotty reads the motion (with Steve Black's amendment).

Motion carries.

Todd: We will see if we can vote online. They are allowed by Texas law.

Standing Committees

CTA Communications/Contractors (Laura Clark): Excited that we have more members!

Todd: the additional Wild Apricot costs are included in the budget

Curation (Marybeth Tomka): Our committee did not meet because I decided to retire. I am staying on the committee, but I am nominating Amy Reid to lead it. The committee itself can vote amongst themselves so it doesn't have to go to the full membership.

Governmental Affairs

State updates (Brad Jones): Rather unusual legislative session. Typically trying to keep base budget. Texas is flush with cash, so we got our budget approved. Not a big change for archeology. Additional funding for IT people which will benefit us all. No bills that really impact us.

Sets up task force to explore recommendations to facilitate repatriation process of native American ancestors. THC would have to lead this and bring in recognized/not recognized tribal representatives.

Bill to establish an African American commission that would be an appendage to THC. Not expecting it to pass, but may happen.

Additional bills that relate to funding but primarily affects courthouses.

Jon Lohse: heard about a bill to support land conservation from Rainy Day Fund. Is there an update?

Tiffany Osburn: a couple of bills have been passed out of committee. Create a permanent for land conservation that would spend down every year. \$60 million for land conservation (private and public) like conservation easements and state parks, plus local and county park improvements. Two reps proposed them. HB 3165 SJ 138.

Nesta: we can get with the Communication committee to post the bills so that people can track.

Nesta: proposed changes to burial law. Makes it a little easier for people to sign off on getting their relatives exhumed. Municipalities can take over cemeteries and can declare plots abandoned if they can't find the deed for it.

Brad: Harris County demolition found a headstone. This turned into a bill: any funerary object that suggests a cemetery would require work to stop. If it is less than 6 months old, it is the responsibility of DPS. If older than 6 months, it is THC's responsibility. We don't want that responsibility. We have put in a note that such a proposal exceeds our authority and would require staff (funding). I suspect it won't pass but it is out there. It may hold up projects.

Scott Pletka: seems to set up a separate and redundant process to the Health and Safety Code. Seems to apply mostly to local government projects, but that is not super clear. We aren't sure if it applies to our projects.

Federal (Nesta Anderson)

ACRA tracking a republican energy bill that would codify changes to NEPA. Would exempt certain lands from Section 106.

On marine side of things, proposed rule change that will require survey reports for areas where

they are proposing to do an oil and gas project. Not just an active project.

USACE will let us know their plans for Appendix C pretty soon. Currently we are hearing May or September. ACRA is issuing a statement in support.

NAGPRA proposed changes; comment period is over. Definition of "cultural patrimony" updated. Preservation Act for protecting African American cemeteries passed house and senate.

NPS Bulletin 38 changes coming out soon.

ACRA is tracking SOS changes.

Marybeth Tomka: changes to NAGPRA are more than tweaks. My contacts in Portland told me that this is going through. Document your problems when it goes into effect so that we can work through it.

Membership (Cyndal Mateja): No updates.

Todd: Have you gotten any applications for the student grants?

Cyndal: will have to check on that.

Todd: I will check in later.

Multicultural Relations (Mary Jo Galindo): Last Friday, went with Tom Middlebrook to Beaner, OK to meet with the Caddo (NAGPRA committee). Hopefully will have some interested Caddo members at the field school. Hopefully multiple scholarships will be awarded.

Nominating (Emily Dylla): Elections later under new business. Contact me if you want to serve. This year we vote on VP and next year is everything else.

Public Education (Todd Ahlman): E. Mott Davis award is a little later (new business). As always I

would like to have nominations. Tell us about it!

Standards and Guidelines Committee (Jodi Jacobson): This year we have both monitoring and cemetery best practices. Sub-committees have handed guidelines over to the full committees. Will discuss reporting guidelines later.

Todd: will we be able to vote on the monitoring standards in the fall? Jodi - maybe next Spring.

Brad: other states are excited about this. North Carolina has remote sensing standards.

Ad Hoc Committee Reports

Texas Private Lands Heritage Preservation Partnership (Eric Schroeder)" Did get a Texas Historical Foundation grant. They asked for everyone's email but we said no.

Lost Cemeteries Task Force (Andi Burden): The Lost Cemeteries Task Force has met once since the Fall CTA Meeting. The Task Force is staying apprised of federal and state legislative efforts to identify, preserve, restore, interpret, and document lost cemeteries, particularly the federal African American Burial Grounds Preservation Act, signed into law as part of the 2023 Omnibus Package last December. We have also discussed advice for landowners who find themselves in possession of an abandoned cemetery for which they seek preservation. We have also redefined our efforts to enhance cemetery data available to Atlas users. Thanks to Jenny McWilliams; we have an overwhelming amount of data.

Training and Education (Sarah Chesney)

Todd: Mentorship program this afternoon
You may remember from the Fall about doing something as CTA to encourage and train new members especially given a nadir in field schools. We can always do better. Virginia Moore and I took this on. We meet more or less monthly. Our big focus has been to try and launch a

mentorship program, which we will be focusing on this afternoon. We don't just want to be talking to ourselves. Please come with questions.

Professional Development Program: certifications issued by CTA for field survey, monitoring, etc. What is the interest level? Maybe we will send out a survey to the membership. What training do you want them to have? GIS, survey, etc.? Then we will develop training programs, could be a weekend GIS course, then more advanced course. Need to think about how to offset costs because we don't want it to be cost prohibitive. Don't know if we want to vote on this now. We might want to put surplus money to this. We do have a webpage up on the TAS site.

Todd: lots of recommendations to take into account. Maybe a formal proposal for the fall since there will have to be volunteers and money.

Andi Burden: let's have a proposal.

Arlo: if we are going to do a long term program, we should consider making this a standing committee. That would require a bylaw change; definitely need to discuss in the fall.

Old Business

Texas Beyond History (Steve Black and Emily McCutcheon): Thanks to all of our Sustaining Partners: Acacia Heritage, AR Consultants, CTA, Goshawk, Hill Country A, HAS, Llano, North Texas, Terracon. Thanks for individual donors. We have met our matching funds for Texas Heritage Preservation Grant.

Emily: revamping K-12 pages of the website which is very dated. In a few months. We have formed an education advisory board and will be meeting soon

Steve: 3 signed agreements with CRM firms to create new contracts. Will start rolling out in the next months. If you have suggestions we

want to hear about it.

New Business

Election-Vice President position:

Emily Dylla: I realized after I volunteered, I had never witnessed a normal CTA election. Polly has agreed to serve for another term.

Nominations from the floor: none.

Vote: unanimously approved.

E. Mott Davis Award for Public Outreach

Winner:

Amy Reid & Renee Perez - for her book "Maybe You'll be an Archaeologist". Wonderful resource for kids who want to be archeologists.

Mark Denton Career Achievement Awards:

Todd: Haven't had many of these recently. This year we have three:

Steve Black - presented by Eric Schroeder

Bill Martin - presented by Missi Green

Missi Green - presented by Chris Dayton.

Had the great honor of working with Missi at GeoMarine, CMEC, Stantec. Her guidance has been instrumental in developing our program. We can all in this room say that Missi has mentored us. Missi's career has stretched 45 years. She is part of the core of this region. Thank you for agreeing to stay on part time!

Discussion on Standards and Guidelines for Reports:

Jodi: we had a large subcommittee that formed to address this. Eight different people. Went through a couple of iterations, presented to the committee at large. We have gone through and created what we thought of as our final version. Then sent it out to some internal members of CTA. With that final review we got a few comments back that were contradictory; in those cases we just left things in. There are couple of comments about making sure that we are complying with the TAC. Revised some language

for clarity. No comments since the newsletter. Wanted to open it up for discussion/comments.

Marybeth: could add statements about curation. What is not in there is the discard letter concurrence/what was discarded. The management summary doesn't have the curation facility. I can send you the list of curation-related adjustments I'd like to see.

Brad: I appreciate the work; it's a great first step. I have a lot of comments. I don't think we have time to go through them all right now. I hope that we can take more time and revisions. It is a great first step but there are a number of issues and we should not vote yet. I think that there is too much in there. I'm happy to talk about them.

Jodi: we have gotten contradictory comments saying that it is either "too detailed" or "not detailed enough".

Robin Barnes: question for Brad: always this tension between concise and exhaustive. Would you think it appropriate to break out guidelines and best practices?

Brad: yes a lot of this should be moved to best practices. Something like "putting a north arrow" should be somewhere but not in the guidelines.

Jodi: we have discussed that. We have considered.

Arlo: I want to remind the State Archeologist that THC has the specific ability to review whatever CTA passes and internally decide what revisions you want after. Consider first whether membership like the standards and then send them to THC.

Brad: that is a great point. I meant to ask: what is the committee's hope and plan to move this forward.

Jodi: we provisionally expected to make some small changes and then send to THC. If the comments get large, we don't want to provisionally pass something.

Arlo: that is the problem with the cemetery standards.

Marybeth: I am a stickler. To me "Best Practices" should be the standard. We should raise the bar. Seems redundant to make two documents. "Make" these people do what we want them to do.

Jodi: a lot of the thought process behind the standards was to make sure that the things we weren't seeing in reports was going into the report.

Jon: Point for clarification. My understanding is that THC doesn't have a mechanism for producing standards/guidelines without opening legislation. The best way for these standards to come into being is for CTA to develop them. It is probably in our organizations interest to roll up sleeves and make sure that we need to work on both standards and guidelines.

Brad: we cite the CTA. We have to have the flexibility to deal with projects on a case-by-case basis. Bill shared some letters that he got criticizing CTA's survey standards. It is in everyone's best interest to collaborate. We can open the TAC but we don't want to.

Jodi: we always put in a disclaimer. There is a limit to what can be codified into the process.

Brad: I didn't mean to imply that that we need 2 documents, just organizational changes - move some information to the appendix. Once things are passed by CTA then it goes to THC for comments about reorganization.

Mason Miller: I readily acknowledge I have not read through them word by word, but I did see

that there is no information about accessibility for visually impaired individuals. We have requests from some agencies to make documents more accessible.

Jodi: we can't put our own reports on the website because they aren't accessible. There is a lot of cost associated with making documents accessible. There is always pushback if there are new costs associated with changes.

Brad: theoretically we are supposed to get tagged PDFs.

Mason: the bar is being raised for accessibility purposes. This is primarily for the visually impaired. If you use a software to read the document aloud, there is some formatting required. There are people whose jobs are to make documents accessible.

Todd: At TSU, we have to have accessible documents since it has to comply with ADA.

Andi: I was on the initial subcommittee that drafted this document. Four initial members were consultants and three from THC. What we tried to do was to find common ground - to find deal breakers for regulators but not onerous for consultants. I just wanted to give you the backstory. The last updates were in 1997. There was no inclusion on guidelines for marine surveys. This is a big step forward. The multiple layers of peer review worked to make the document what it is.

Federal agency standards and guidelines: With the inclusion of the marine guideline reports (BOEM). Do we just defer to the federal agencies?

Jodi: our guidelines are just for TAC reports, and sometimes the federal agencies will recommend that consultants use the state guidelines, and we try to incorporate their needs for dual nexus projects.

Arlo: While I was coordinating other standards, we did solicit federal agencies as part of THC's reviews, collect their responses, and then consider how and if we wanted to adopt them. Soliciting information from tribes is also an opportunity to pursue.

Jodi: there is some discussion that THC will send out some documentation to tribes later in the process. We were trying to work hard with the verbiage in the reports to make sure that they aren't debunked in the next few years. Get some input on terminology from tribes.

Definitely think that this could be more concise; there is a lot of redundancy. There were times where it was unclear if the requirements were guidelines or best practices.

Jodi: we tried to clean up some of the redundancy. We tried to be concise but got a lot of pushback about that. I think that concise often makes things clearer.

Emily Dylla: I agree it needs to be more concise. It needs a copy edit. Terminology is not consistent; we need copy editing.

Mason: Thanks to the group who put this together. It's a lot of effort to put something together. Thanks for that.

Nesta: we need time to think about this and digest it. Jodi - I would like to say to leave this open for a month for comments.

Arlo: It has been up for a month. We received robust comments on survey standards review. We haven't gotten much of a response from the membership. I don't think we should push until the Fall meeting because people won't look until the last minute. I think these standards are miles better than what we have.

Jodi: as you are writing reports right now, look at the new standards and think about your com-

ments. We all know that not everyone will be happy; we want to make the majority happy. Little tweaks in verbiage can have big impacts on interpretation.

Todd: Comments can be sent to Jodi's email (which is in the newsletter).

Katherine Turner Pearson: let's give it another month, let the committee make those changes, then put it back out for review.

Jodi: that's why I don't want to leave it open for more than a month. We will do exactly what you are suggesting. When we sent them to outside reviewer, Amy Morgan made a nice comment matrix.

Emily Dylla: Jodi can you give us a date by which to receive amalgamated comments.

Jodi: we will leave this open until May 14th. So we will shoot for end of May.

Emily: I want to encourage the committee to get this done and out.

Arlo: please comment! If you don't like the language on something, correct it. It may be that you are the only person to make that comment. Please be constructive and verbose.

Haley Rush: take advantage of the fact that anyone is asking for opinions at all!

Todd: what are the next steps?

Jon: Sounds like we will benefit from another month.

Motion (Jon): Table vote on standards until revisions based upon one month review can be incorporated; vote in the Fall.

Second: Tina/Tom.

Arlo: I've heard one person say that they are going to have substantive comments. I did not mean that we don't want to hear them. Once CTA passes our draft, then it goes to THC, then back to committee and then back to membership for another vote. Something we pass today won't go into effect for another year. If we push until the fall, it will be a year from that. The checklist is very important and is a good mentoring opportunity. We spend a lot of time to train people to write up these reports; so a checklist would be a useful tool to share with educators.

Mason: to Arlo's point, can we convene an impromptu group vote?

Todd: we can have an online vote.

Jodi: from a process standpoint, there are several steps, the fall meeting may not be far off enough that we will have much time to vote ahead of time.

Next meeting is October 6th; this would need to be online by September 6th

Vote: passes unanimously

Motion to adjourn: Brad
Seconded by multiple people.

Meeting Adjourns at 11:47 am

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COUNCIL OF TEXAS ARCHEOLOGISTS

GUIDELINES AND STANDARDS FOR REPORTS

Prepared by the Report Guidelines Committee

September 2023

Report Guidelines Committee Members:

Amy Borgens, chair (Texas Historical Commission)

Russ Brownlow (Horizon Environmental Services, Inc.)

Andrea Burden (Blanton & Associates, Inc.)

Emily Dylla (Texas Historical Commission)

Amy Goldstein (Johnson, Mirmiran & Thompson, Inc.)

Maggie Moore (Texas Historical Commission)

Abby Peyton (Perennial Environmental Services, LLC)

Ann Scott (Terracon)

CTA Standards and Guidelines Standing Committee

(Review and Revisions)

Jodi Jacobson, chair (Texas State University)

Robin Barnes (Texas Parks and Wildlife Department)

Amy Borgens (Texas Historical Commission)

Douglas Mangum (Moore Archaeological Consulting)

Arlo McKee (Texas Historical Commission)

Zachary Overfield (HDR, Inc.)

Tori Pagano (Terracon)

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ABBREVIATIONS

- ACT – Antiquities Code of Texas
- APE – Area of Potential Effects (federal projects)
- AWOIS – Automated Wreck and Obstruction Information System
- BHT – Backhoe trench
- CTA – Council of Texas Archeologists
- ENC – Electronic Navigation Charts
- GLO – Texas General Land Office
- HPALM – Hybrid Potential Archeological Liability Maps
- NHPA – National Historic Preservation Act
- NOAA – National Oceanic and Atmospheric Administration
- NRHP – National Register of Historic Places
- PA – Project Area (state projects)
- PALM – Potential Archeological Liability Maps
- PI – Principal Investigator
- RMC – Resource Management Code
- ROW – Right-of-way
- SAL – State Antiquities Landmark
- ST – Shovel test
- TAC – Texas Administrative Code
- TARL – Texas Archeological Research Laboratory
- THC – Texas Historical Commission
- THPO – Tribal Historic Preservation Office
- TxDOT – Texas Department of Transportation
- UW – Underwater

I. INTRODUCTION

A. PURPOSE & SCOPE

The purpose of the Council of Texas Archeologists (CTA) archeological reporting standards and guidelines document is to assist professional archeologists, historians, architectural historians, and agency administrators in ensuring compliance with Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended, and the Antiquities Code of Texas (ACT). This document is intended to be used in conjunction with the other current professional guidelines and standards established by the CTA. We recommend also consulting the Texas Historical Commission (THC) and CTA websites for additional resources and helpful links.

This document includes noted revisions to terrestrial report classifications and style, added guidance for underwater reports, provides updates to review and compliance procedures, and provides helpful strategies for report organization and recommended content.

The THC reviews reports in consultation with this document as stipulated in the supporting rules of the ACT, the Texas Administrative Code (TAC), Title 13, Part 2, Chapter 26, Rule §26.16 (hereafter referred to as 13 TAC §26.16), 13 TAC §28.9, and 13 TAC §15.2. Omissions or deviations from the standards and guidelines herein (or other specifications under 13 TAC §26.16) may result in rejection of submitted reports, requests for supporting documentation, requests for additional field or laboratory investigations, or requests for background/archival research. In some cases, however, contractual requirements, management, or research needs may justify a report structure that deviates from these guidelines. In these cases, contractors should consult with THC or the reviewing agency for approval to deviate from these guidelines.

Several matters in reporting involve essential ethical considerations. First, the obligation to report and disseminate the results of a project as thoroughly as possible in consideration of project schedules, budgets, and confidentiality constraints. Again, in some cases, legal requirements or management or research needs may justify a report structure that deviates from these guidelines. Alternate report format and content, when agreed to by the Principal Investigator (PI), the regulatory agency involved, and the sponsor, is then warranted. Additionally, any report sections written using generative Artificial Intelligence should be clearly identified.

Second, plagiarism, falsification, or misrepresentation of data cannot be condoned. Copyright laws must be obeyed. Observance of the rules of good scholarship and professional courtesy will help to ensure that copyright laws are not violated. Additionally, authorship credit should be given to all contributing writers of the report. Third, professional archeologists performing investigations must abide by the CTA and Register of Professional Archaeologists (RPA) governing ethics and their professional guidelines regardless of membership status.

B. FORMATTING & STYLE GUIDELINES

Use consistent formatting following a widely recognized scientific technical writing style guide (e.g., Society for American Archaeology [SAA], Society for Historical Archaeology [SHA], the Chicago Manual of Style). The purpose of this section is to provide best practices for consistency and legibility.

- Captions: Figure and table captions should include the Figure/Table number and contain a complete and unique description of the Figure/Table. If the information presented relates to a

site, the trinomial should always be included. Captions for scenery photos should also include information such as area (acres) of the Project Area/Area of Potential Effect (PA/APE) and direction facing. Artifact photo captions should indicate the side shown, provenience information, and catalog number (if applicable). Lot numbers, specimen numbers and/or catalog numbers listed in artifact photo captions should match the artifact catalog submitted for curation (cross-referenceable);

- Figures: Figures should be appropriately sized and their message easily discernible to the intended audience(s) of the report. They should be clearly captioned following the guidelines described above;
- Fonts: Text, figures, and tables should all use font styles that are clearly legible. Use caution when employing serif fonts in figures and tables. Font sizes should always be at a readable size without the aid of magnification (i.e., 9-pt font or larger);
- Tables: A well-organized table will permit readers to understand the meaning of the data presented with ease. It should be clearly captioned following the guidelines described above. Column headings should be concise and descriptive, allowing readers to understand the components of the table quickly. Data should be separated horizontally using new rows rather than entering multiple lines within a single row. If a table extends onto multiple pages, column headings should be repeated on each page;
- Radiometric dates should follow the SAA style guide;
- Metric units should always be provided for all measurements presented in the text, maps, and figures, with the exception of the area of the survey which should be reported in acres. For historic site investigations/descriptions and sometimes artifact analysis, it may be appropriate to present measurements in standard English units with metric units presented in parentheses; and
- Final PDFs should be safe and accessible to people with disabilities in compliance with Section 508 of the Rehabilitation Act of 1973.

C. GRAPHIC DATA PRESENTATION

1) Photographs

With the exception of burial contexts, human remains, grave goods, sacred sites, and other sensitive materials, photographs presented should include:

- Photographs of the PA/APE to contextualize the setting, topography, disturbances, etc.;
- Profile photos of backhoe trenches (BHTs), units, and/or a representative sample of shovel tests (STs), etc., demonstrating the typical profiles encountered in the PA/APE or at sites identified within the PA/APE;
- Site photos for both newly documented and revisited archeological sites;
- Photos of diagnostic and nondiagnostic artifacts, features, structures, site overviews, etc., in accordance with the minimum requirements in the CTA Intensive Terrestrial Survey Guidelines (2020); or
- Scales and north arrows should be used when depicting excavation units, artifacts or features; and
- Testing and data recovery reports should include additional photographs documenting the stages of excavation and findings (beyond the minimal documentation standards for survey level reports).

2) Tables

At minimum, tables presented should include:

- Results of investigations, such as auger test BHT/ST/unit logs;
- Artifact inventories, when appropriate, should (at minimum) include quantity, basic typology, provenience, and chronology (when possible) of materials observed; and
- When there has been a large number of previous investigations, it is also often beneficial to use tables to summarize results of background research, such as previous investigations, previously documented archeological sites, and other relevant background data, though these tables are not always required.

3) Charts and graphs

These elements are not necessary for all report types but should be used for graphic representation of data when appropriate (i.e., testing and data recovery reports). When used in multiple sections, a best practice should include standardizing color schemes and symbologies throughout the report.

4) Maps

At a minimum, all reports should contain the following maps:

- Project vicinity map, indicating the location of the project at an appropriate scale (such as city or county level). An inset of the PA/APE location within Texas is helpful but not required;
- PA/APE map(s) on a topographic basemap, preferably a 7.5-Minute map;
- Results map(s) on topographic and/or aerial basemap;
- Sketch map of each site. Sketch map elements (symbols, fill, shading, etc.) should be easy to differentiate in both color and black-and-white versions of the map; and
- Relevant historical topographic and/or aerial maps with the PA/APE and/or documented site(s).

Specific map elements are required and include:

- North arrow;
- Scale with metric units in increments relevant to the data being presented (i.e., 10 m increments instead of 7.45 m increments). Secondary scale with English units is optional and should be at equitable relative scale;
- Legend of all symbols used in the map;
- Consistent symbology should be used across maps within a report;
- Legends should only include symbols visible within the extent of the displayed map frame; and
- In keeping with current CTA Intensive Terrestrial Survey Guidelines (2020), a map illustrating locations of relevant site/PA/APE photographs used in the main body of the report is to be included in the report. This can occur in the site map or as a separate figure. Locations of additional photos not presented in the report need to be captured in the photolog or an addendum figure.

The following suggestions are recommended as map design best practices:

- Some projects may require additional maps to clearly depict the PA/APE and work completed;
- To clearly depict the entire PA/APE at a legible scale. Large area or long linear PA/APEs may require the PA/APE to be broken up over a series of multiple maps (a map book or map series). These connecting maps should contain an index to indicate how multiple maps paste together;

- Carefully consider the appropriate basemap to use. Although aerial photograph basemaps often provide valuable information and are recommended as supplemental information, consider that for some maps, such as site sketches, a basemap may detract from the intended purpose of the map and no basemap may be more appropriate to display the data. Any basemap used should be identified in the figure or figure caption.
- Maps should conform to standard cartographic conventions. For this and other best practices, see Brewer, Cynthia A. 2016. *Designing Better Maps: A Guide for GIS Users*. 2nd ed. Esri Press, Redlands, California.

D. ELIGIBILITY AND EFFECT EVALUATION NOMENCLATURE

Reports for archeological investigations present investigative findings in compliance with applicable federal and/or state laws. The following provides suggested nomenclature:

- Federal: A historic property is a prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places (NRHP). This includes artifacts, records, and material remains related to such a property or resource. For projects conducted under Section 106 of the NHPA, all archeological sites and historic-age buildings and/or structures in the APE should be evaluated for eligibility for nomination to the NRHP;
- State: Archeological sites, buildings, structures, shipwrecks, and objects of historical, architectural, and archeological value may be designated as State Antiquities Landmarks (SALs) and eligible for official designation and protection under the ACT. Archeological sites and historic-age structures recorded for compliance with the ACT should be evaluated for **BOTH** NRHP eligibility and for designation as a SAL (13 TAC §26.16(a)(1)(C));

Eligibility status is recommended by the PI, but the final determination of eligibility is made by the appropriate regulating agency/agencies;

- *Eligible*: The resource is eligible for listing in the NRHP under one or more of the four criteria as defined in Section 106 of the NHPA, and/or eligible for designation as a SAL under one or more of the five criteria as defined in the TAC.
- *Ineligible*: The resource is not eligible for listing in the NRHP under any of the four criteria defined in Section 106 of the NHPA, and/or eligible for designation as a SAL under any of the five criteria as defined in the TAC.
- *Ineligible within ROW/PA/APE*: The portion of the resource situated within a project Right-of-Way (ROW)/PA/APE is not a contributing element to the broader NRHP/SAL eligibility of the resource as a whole. This category is only appropriate for resources that are not fully physically investigated/delineated due to being partially situated outside a project ROW/PA/APE or outside of lands that are accessible to the surveyor.
- *Undetermined*: There is insufficient information to determine whether the resource is eligible or ineligible. The information deficiency should be explained, and recommendations made as to how to collect the needed data to make an eligibility determination.

Effects recommendations must be provided by the PI. Final determinations are made by the appropriate regulating agency/agencies;

- *No historic properties affected*: No historic properties are present within the PA/APE, or there are historic properties present but the project will have no effect on them. The PI should recommend a finding of *No historic properties affected*.
- *Adverse effect*: Should be recommended when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the NRHP; or for designation as a SAL.
- *No adverse effect*: Should be recommended for sites that are eligible for listing in the NRHP or designation as an SAL, but the project or undertaking will not directly or indirectly alter the characteristics of the resource that qualify it for listing in the NRHP or for designation as a SAL.

II. REPORT SECTIONS

Reports are made up of three basic components: Front Matter, Body, and Back Matter. Some Front Matter content for archeological reports in Texas is required by 13 TAC §26.16, while other content derives from an expectation to have basic, yet critical, information presented in a consistent way.

The Front Matter is extremely important in conveying to the reader the project purpose, location, funding sources, regulatory nexus, who conducted the work, when it was accomplished, how and why the investigation was completed, what was discovered/determined, where the collection is curated, and what was recommended for the project. This is also where the reader can find the layout of the report content including the tables, figures, and appendices.

The Body comprises the bulk of report content. It should include at a minimum an introduction, environmental and cultural background information as well as additional relevant pre-field research, the research design and methodologies for the full investigation, the results of investigations, analysis and discussion for testing and data recovery investigations, and a summary and recommendations.

The Back Matter consists of the supporting information presented in the text, such as references cited, appendices, and a glossary, the latter of which is usually reserved for more complex reports requiring definitions for the reader. The Back Matter represents the area to place supporting information and documentation of what was presented in the Body of the document. Without the materials presented in the Front and Back Matter sections, a report is incomplete. These sections prepare the reader for what will be presented in the Body as well as provide guidance to the source materials and supporting data of the Body.

In short, a well-prepared report streamlines the review process, is a record for curatorial purposes, and serves as a reference for future researchers. Although the bulk of the sections that follow pertain to terrestrial archeological reports, additional content for reports produced for underwater investigations is addressed in Section D.

A. FRONT MATTER

The Front Matter introduces the report and should consist of the following elements, some of which are required by the rules presented in 13 TAC §26.16. A Title Page, Abstract, and Table of Contents are always required. A Management Summary is commonly used by both federal and non-state agencies who are looking for a concise summation of the project and the nature of the resources documented for management purposes. Coordination with the lead agency is recommended regarding their particular Management Summary guidance. Similarly, a List of Acronyms is not always necessary in a report and will depend upon the complexity of the report and usage of specialized terms. Front Matter elements are presented below.

1) Title Page

- Project Name;
- County or Counties;
- Principal Investigator and Investigative Firm;
- Date of Publication (Month/Year);
- Texas Antiquities Permit Number;
- Lead federal agency project or permit number, if applicable;

- Report Author(s) (if prohibited by formatting, please include in text; authors shall include those subconsultants who also wrote portions of the report);
- Indicate Draft or Final; and
- Some state agencies may require additional graphics and/or details and should be consulted prior to report submission.

2) Abstract

- Project name;
 - Project sponsor, contracting party, landowner, and investigative firm;
 - Regulatory trigger(s) & Texas Antiquities Permit number (if applicable);
 - Nature of investigation (survey, data recovery, archival research, etc.);
 - Project location;
 - Project size, which should always be presented in three dimensions to indicate both areal size and depth below surface. Total acreage of the PA/APE must always be included, and length and width should be included for linear projects. If survey efforts did not include the entire PA/APE, the acreage actually investigated should also be included;
 - Principal Investigator and field supervisor;
 - Project fieldwork date range (start and finish) – a general date range is sufficient as long as the specific field dates are presented in the body or the report;
 - Quantification of field efforts (e.g., number of auger tests/BHTs/STs/units);
 - Description of findings: a description of all recorded and/or revisited isolated finds, sites, historical above-ground resources, and observed disturbance(s). All sites, new or revisited, should include trinomials and descriptions of the work performed;
 - Recommendations should be made for each documented/revisited site and/or resource including: NRHP eligibility and SAL designation (as applicable with reference to applicable criteria), recommendations for protection/avoidance/minimization of impacts, additional work (testing or data recovery), discussion of project effect on historic resources;
 - Discussion of artifact collection strategy; and
- Name and location of THC certified repository where the collection was submitted for final curation.

3) Management Summary (if applicable)

- Project sponsor;
- Landowner;
- Project location and size of PA/APE;
- Quantify which portion of the PA/APE was investigated (e.g., number of acres in PA/APE vs number of acres surveyed, depth of investigations vs. projected impacts);
- Purpose of the sponsor in funding the investigation;
- Investigating firm or institution;
- Personnel employed in the investigation and their respective roles;
- Texas Antiquities Permit number and/or other applicable permit numbers;
- Quantification of level of effort (i.e., number of auger tests/BHTs/STs/units etc.);
- Project field dates (start and finish) – please use specific days and not just month/year;
- Resources recorded/revisited and the nature of those identified resources;

- NRHP or SAL eligibility recommendations for identified resources, if warranted;
- Recommendations for further investigation, if any; and
- Name and location of THC certified repository to which the collection was submitted for final curation.

4) Acknowledgements (if applicable)

5) Table of Contents

6) List of Tables

7) List of Figures

8) List of Appendices

9) List of Acronyms/Abbreviations (if applicable)

B. REPORT BODY

1) Introduction

The abstract and/or management summary and the introduction will contain similar elements to a certain extent, in that much of the information presented in the former should also appear in the latter. However, the introduction should be directed to a different audience. The introduction should address not only the sponsor and relevant agencies, but also a more general readership, including other researchers. Its function is not to abstract information of a specialized nature, but to provide a more generalized orientation to and summary of the purpose and content of the report.

The following information should be included in the introduction:

Summary of the archeological investigation(s):

- A brief summary statement describing the type of investigation, for example: reconnaissance survey, intensive survey (with shovel testing and/or deep prospection), eligibility testing, data recovery, etc.;
- Fieldwork date range and project length – specify the dates between which each phase of the project occurred;
- Quantification of field efforts (e.g., number of auger tests/BHTs/STs/units);
- Total number of sites investigated or newly-recorded; and
- Identity of fieldwork, analysis, and report staff and other personnel directly responsible for the data collection, analysis, and report preparation.

The nature of the proposed construction work, including:

- Summarize the proposed work, (e.g., natural gas pipeline, lignite coal mine, roadway construction, oyster reef, beach nourishment project, etc.);
- Description of the proposed project, including its location and boundaries (PA/APE). Vertical depths of the proposed ground disturbing impacts, or estimates thereof, should also be included.

Include acreage for the total PA/APE and the acreage surveyed as well as length and width for linear projects;

- Definition of the proposed PA/APE for archeological resources and, if appropriate, non-archeological historical resources (i.e., direct vs. indirect vs. visual, as appropriate) and projected impacts of the proposed activities including the horizontal and vertical impacts of the sponsor's proposed activity on the study area. This description needs to include staging areas, utilities, vessel anchorage areas, etc.; and
- Map of project location with the PA/APE clearly marked.

Identities of the proposed project's partners including:

- Lead public agency or entity (federal and/or state) triggering compliance with federal or state laws;
- Project sponsor (who is paying for the construction project);
- Contracting party(ies);
- Investigating cultural resource management firm;
- Landowner (i.e., whether the property is under private ownership, or the name of the federal, state, or political subdivision); and
- Other public funding sources and/or public stakeholders.

Regulatory framework (when applicable):

- Federal/state/dual jurisdiction – list lead federal, state and any applicable municipal reviewing agencies. Include references to appropriate regulations (e.g., compliance with the ACT and associated regulations [13 TAC 26, 28], or Section 106 of the NHPA and associated regulations [36 CFR 800], specifying the trigger for each statute (e.g., federal funding, federal permit, federal or state land ownership or control);
- The purpose of the sponsor in initiating the investigation, (i.e., to identify any archeological resources within the PA/APE, evaluate the eligibility of those resources for inclusion in the NRHP and designation as a SAL, and make recommendations for management of such resources by avoidance, preservation, or further investigation; and
- Indicate which specific federal and/or state practices or standards guided the fieldwork and reporting. If the project diverged from these recognized practices or standards, the report should include the dates of the coordination letters with reviewing agencies where this methodology was approved. If unanticipated onsite field conditions result in divergence from federal or state standards, the submitted scope of work for the permit application, or a previously approved alternative field methodology plan, the report must include a detailed description and justification as to how the revised effort was equal to or sufficient towards meeting regulatory compliance. Acceptance or rejection of any divergence from pre-field coordination or accepted federal/state standards is within the purview of the THC/SHPO.

Curation:

- The repository of the records and artifacts deriving from the project (i.e., where the collection will be curated). When applicable, this should also briefly discuss discard requests or other curation specific correspondence relevant to the project. Relevant documents and/or correspondences should be included as an appendix to the report.

Report Organization:

- Summary of the organization and content of the succeeding sections of the report.

2) Environmental Background

The purpose of the Environmental Background chapter or section is to contextualize the PA/APE regarding its natural setting, both past and present. This chapter should provide a summary of regional and locally specific data citing collectively recent sources (i.e., all references should not be 50+ years old). The information presented in the environmental background should directly relate to anthropogenic use of the PA/APE, both past and present. Discuss paleoenvironmental data (where available) and how these conditions may have affected potential site types and distributions within the PA/APE, natural resources available to site inhabitants, site formation processes, and site preservation. Describe present environmental conditions, how they differ from past conditions, and if the present environment affected the selection of field methods and preservation of cultural deposits. An effective Environmental Background should be included in reports, regardless of positive or negative archeological findings; however, the level of detail and depth of research should be appropriate to the project. To this end, Environmental Background sections should include the following, though it is recognized some information may not be available or applicable to every project:

- Topography- elevations across the PA/APE and specific landforms found in or near the PA/APE. Topography should be discussed in terms of how it may have affected settlement patterns or other human behaviors;
- Hydrology- natural or artificial streams, springs, or bodies of water found within or near the PA/APE, how they affected settlement patterns, and how they have changed over time;
- Soils/Geology- mapped soil units throughout the PA/APE and their potential to contain or affect buried cultural deposits. Underlying geology of a PA/APE may be relevant as it affects overlying soil types or lithic resource outcrops;
- Climate data (e.g., annual rainfall and temperature) as it relates to current conditions as relevant to site preservation, implemented survey methods, land use, etc. Paleoenvironmental data, when applicable, should be discussed here;
- Flora and Fauna- plants and animals that would have been available to past inhabitants of a PA/APE. Note if this has changed significantly over time; and
- Land use history- known previous uses of land within the PA/APE and how this relates to the likelihood of finding specific site types or intact cultural deposits.

3) Cultural Background

The Cultural Background comprises a summary of a region's cultural history with an emphasis on precontact and historical settlement and activity in the specific PA/APE. The length of the cultural and historical background content should be commensurate with the scale, complexity, and results of the project. An effective Cultural Background chapter or section should be included in reports, regardless of positive or negative results, and will accomplish several objectives relative to the level of investigation:

- Contextualize the reported archeological work with a cohesive narrative that employs the material and written records as well as oral traditions where available;
- Present contextual evidence towards potential identification of discovered sites and unanticipated discoveries;
- Provide the context by which to evaluate cultural resources for eligibility for listing in the NRHP and/or as a SAL;
- Establish that the PI is sufficiently knowledgeable about regional and local culture history; and
- Facilitate education of the client on the importance of cultural history.

The Cultural Background should incorporate reputable sources that are collectively up-to-date and relevant to the information presented (i.e., the majority of sources should not be 50+ years old). It should be tailored towards documented broad periods of occupation within and around the PA/APE. The Cultural Background should describe each major archeological period and subperiod of history (e.g., precontact, historical) but may be tailored to emphasize those periods or subperiods that are relevant to the PA/APE. It is important to include all major periods of history in case of unexpected discoveries; however, site-specific reports need only include contextual historical backgrounds relevant to that associated time period, unless other material culture is discovered that warrants a broader discussion. It is important to employ only reputable sources of information for the Cultural Background. Reputable sources are produced by individuals or organizations knowledgeable in the subject at hand and that have undergone peer review.

Appropriate sources of information for the Cultural Background include:

- Pertinent gray literature – survey, testing, and data recovery reports, site forms, etc.;
- Published regional archeological syntheses/regional histories – academic press publications, agency or tribal publications, peer-reviewed journals, etc.;
- Legitimate tribal histories – those produced by a tribe, agency, or other reputable source;
- Primary sources – newspapers, deeds, photographs, etc.; and
- Sources on ethnohistorical and historic contact or descendent communities.

4) Pre-Field Research

An important step in any successful cultural resource investigation is a review of relevant databases, maps, and other sources to:

- Determine the presence/absence of previously documented cultural resources or significant remote-sensing targets (as defined in 13 TAC §28.2) within and immediately adjacent to the PA/APE;
- Determine whether any part of the PA/APE has been previously assessed for cultural resources in accordance with current standards;
- Determine if the physiography and hydrology of the PA/APE is indicative of areas that are typical of prior human habitation or utilization;
- Determine if past land-use has degraded the potential for the PA/APE to contain buried, stratified, and intact cultural deposits;
- Allow for predictions regarding site types and distributions within a PA/APE; and
- Determine the overall probability/potential for the PA/APE to contain undocumented cultural resources based on the criteria above.

Pre-field research is often conducted during the development of project scopes or permit application process and is included in the report as background influencing the research design and methodology. The research should be conducted during the project planning process to allow for the early identification of potentially significant cultural resources within the PA/APE and to allow for maximum flexibility in the project design if avoidance of cultural resources may be necessary.

What to Include

To provide the reader a clear and concise picture of the background of a PA/APE, the Pre-Field Research chapter or section of a report should:

- Utilize a 1.0-km (0.6-mile) review radius/perimeter around a PA/APE to identify any documented cultural resources or prior investigations within or immediately adjacent to the PA/APE. A greater or lesser distance may be used as appropriate on a project-by-project basis;
- Include a review of relevant databases and historical maps as well as other forms of information that were utilized, such as landowner/informant interviews, consultation with Native American tribes, etc.;
- Provide the results of the research in a clear and concise summary format which may be supplemented by a table, if relevant. The summary should include the name and/or trinomial of the noted cultural resources, a brief description of each including depth of cultural deposition if known, the determined or recommended NRHP/SAL eligibility status of each, the distance/direction of each resource from the PA/APE, and whether the project has a potential to directly affect each resource;
- Provide a map of documented cultural resources and previous investigations within the review radius/perimeter. Maps, photos, and/or tables that illustrate or provide site locational data should state in the caption that site location information is not for public release or display;
- Discuss the results of previous cultural resources investigations within the PA/APE and whether they were conducted in accordance with current standards; to the extent and depths appropriate for the current project impacts; and
- Present an opinion regarding the assessed potential for undocumented cultural resources within the PA/APE.

Database Review

The Database Review is necessary to determine the location of documented cultural resources as well as prior cultural resources investigations within the PA/APE. Recommended sources include but are not limited to:

- Electronic sources of maps and site forms (e.g., THC's Archeological and Historic Sites Atlases, National Park Service's NRHP website, Texas Freedom Colonies Atlas); see the CTA website for specific examples compiled as a supplement to the report guidelines; and
- In-person visits to the site files and site location maps contained at the Texas Archeological Research Laboratory (TARL) and the THC.

Please note that, rather than individually plotting all site locations for large projects, digital geospatial files of site locations for large PA/APEs such as extensive, cross-country pipelines or large seismic surveys can be requested directly from TARL for a fee.

Historical Map and Aerial Photograph Review

It is often the case that cultural resources investigations focus on the precontact human history of an area and neglect to account for more recent historic-era occupations or utilization. It is for this reason the background research conducted for a PA/APE should include a review of historical maps, imagery, and databases to determine the potential locations of historical resources (50+ years old) such as buildings, bridges, dams, etc., as well as larger complexes such as plantations, farmsteads, abandoned town sites, prisons, etc. For underwater archeological reports and reports with PA/APEs near a body of water, this includes historical charts/maps that illustrate and compare modern and historical marine/riverine delineations of the PA/APE.

Informant Interviews

Aside from the database and map reviews, one of the best sources for the types/locations of cultural resources within a PA/APE often comes from the people who previously or currently occupy the property, have traversed its acreage over the years, and are familiar with its resources. Include current/past landowners, occupants/tenants, and Native American tribes with direct ties to the area. While such sources are often hard to identify or are no longer living, efforts to interview any available sources should be made in order to document their insight into the PA/APE as well as to record site data or artifacts they may have accumulated during their occupation. Use of informant interviews should be considered a best practice and conducted in accordance with the complexity of the project.

Probability Assessment

Finally, the result of the database reviews, map reviews, and informant interviews should lead to the development of an assessment of the probability of the PA/APE to contain undocumented cultural resources. This assessment should lead to a summary that justifies the Methods employed (Section 5 below). The probability assessment should be based on:

- The results of the environmental and cultural background sections or chapters;
- The locations/settings/landforms of previously recorded cultural resources within and immediately adjacent to the PA/APE;
- The locations of any structures, features, or land modifications noted during the historic map review;
- The results (positive or negative) of prior cultural resources investigations conducted within the boundaries of the PA/APE;
- Potential Archeological Liability Maps (PALMs) and Hybrid Potential Archeological Liability Maps (HPALMs) maintained by the Texas Department of Transportation (TxDOT) for prehistoric archeological site potential;
- Recognition that unknown or abandoned cemeteries may be present in the PA/APE (refer to CTA Intensive Terrestrial Survey Guidelines [2020]);
- The soils/geomorphology within the PA/APE; and
- Prior land use and other disturbances that may have reduced the potential for identifiable and/or significant archeological deposits within the PA/APE.

5) Research Design & Methods

The Research Design and Methods sections are critical for understanding why and how a project was conducted. While discussed separately below, the nature and scope of a project will determine whether this will be a single comprehensive section or distinct sections. For example, these sections can typically be combined for a survey. However, for testing and data recovery projects where specific research questions are presented and multiple methods may be employed, it is often more appropriate to present these as separate chapters.

Research Design

Per 13 TAC §26.13(d), the intent of a research design is to ensure the success of scientific objectives, resource management decision-making, and project management. The research design and scope of work should be developed in consultation with the appropriate agencies. It is important for researchers to consider the nature of the resource(s), incorporate existing bodies of data and successful approaches to similar sites, and tie the research to state-wide/regional preservation plans. 13 TAC §26.13 specifies required elements of all research designs submitted for projects subject to the ACT.

The size and scope of a project will determine the complexity of the research design. An intensive survey research design may simply state the objectives of the survey, how new sites will be assessed, and if any previous resources will be revisited. However, testing and data recovery/mitigation projects should also present specific research questions grounded in theoretical frameworks and research perspectives. Regardless of the scale of a project, a research design should minimally include:

- A statement of objectives and how these objectives will be achieved (i.e., methodology for carrying out the work);
- The basis of evaluation of significance/eligibility for NRHP and/or SAL;
- Research perspectives/research questions (if applicable); and
- Modifications to original/approved research design (if applicable).

Methods

The methods section should clearly convey how the project was conducted throughout all phases, from pre-field research to reporting and curation. Survey standards change over time and simply citing the CTA Intensive Terrestrial Survey Guidelines without specifying the version and describing the methods in detail is insufficient. It is critical that the methods used be clearly defined, and the rationale for how they will achieve the stated aims of the research design be directly addressed. Please note that investigative results should not be discussed in the Methods section. Methodology should be presented in a logical manner, following the progression of a project from background and pre-field research methods to the analysis and the curation preparation methods.

- **Background and pre-field research methods** should identify the sources consulted. When applicable, cite the Texas Archeological Sites Atlas for background research; site form authors should be individually cited. Please specify the quad/years of aeriels and topographic maps consulted. This information should also be provided for any on-site archival research conducted for historic-age resources. Archival research sources should provide enough information for the reader to relocate the documents and include, at a minimum, the archive/document location, date, and type of document. For cemetery investigations, a summary of the history of the cemetery and how the cemetery or graves were identified should be included in this section of the report of investigations.
- **Field methods** should describe in detail the following: sampling strategies employed; transect intervals; types of investigative units employed (i.e., auger tests, BHTs, STs, units); vertical and horizontal dimensions of investigative units; spacing and anticipated/estimated number of investigative units; types and measurements of levels used (e.g., 10-cm arbitrary levels or natural levels); screening equipment and techniques; site definition used and site delineation methods employed; artifact collection policy, including details on field documentation and analysis of artifacts on non-collect or partial collect surveys; collection methods and strategies of any samples for special analyses; any in-field conservation practices; and documentation methods, including note-taking, photography, geospatial data standards, and submission of site recording and site revisit forms. If limitations were encountered in the field that necessitated any deviation from the intended methods, these should be generalized in the methods, and then fully described and justified in the Results section.
- **Laboratory processing methods** for artifacts and special samples should detail any steps taken that could alter the physical or chemical properties of an artifact, such as cleaning techniques for different artifact types, drying/storage conditions, chemical treatments, labeling solutions applied, and any conservation measures taken.
- **Analysis methods** should include discussion of classification schemas and relevant theoretical frameworks, diagnostic criteria, specialized equipment used, and identification of personnel

conducting analyses. The experience of the analysis personnel should be appropriate to the project goals and specifications in the research design. Consultants with special expertise should be identified. For testing and data recovery projects in which geoarcheology and/or other special analyses are conducted and presented as separate chapters, a best practice would be for these methods to be only summarized in the Methods section, as long as they are detailed within the analysis chapter.

- The Methods section should address artifact and records curation and should cite the *CTA Guidelines and Standards for Curation*. This will include a brief statement regarding the ownership of artifacts and documents (State, Federal, or Private project), the curation repository used and associated repository-specific curation guidelines, whether items were curated or if there was a no-collect policy, and any artifact disposal policies. If nothing was curated, because artifacts were returned to the landowner, re-deposited at the site, or otherwise disposed of, this should be explicitly stated. Records generated through artifact disposal requests (i.e., specimen inventories, photos, analysis, relevant records, etc. for the disposed artifacts) should be included as an appendix to the report.

6) Results of Investigations

Results should reference pertinent environmental and historic background information as appropriate to interpreting the results of the field investigations. The format of presentation is an editorial decision, but, for positive findings reports, the basic unit of provenience should be the individual site or architectural feature (newly recorded or revisited).¹ Details regarding separate standing structures or features that occur within an archeological site boundary need to be independently detailed within that site boundary, as well as information regarding subsurface or surface investigations of the site and/or cultural materials of the site documented.

Survey

The results for archeological surveys should present a project overview that includes:

- A statement of objectives, field observations of the land-use description and setting, the total mileage/acreage surveyed, the limitations to survey (interferences, land access restrictions), and survey completion status;
- A summary of the work completed, the methods employed and associated quantities of investigative units (i.e., number of STs, BHTs, units, etc.), and an explanation for changes/modifications to methods;
- A statement describing federal/state jurisdiction, private land ownership with reference to subsurface investigation units;
- An interpretative narrative summary of the PA/APE including soil profiles, a description of encountered disturbances affecting archeological probability assessments, the average depth of ST/BHT termination and reason(s) for termination, and a statement of compliance with federal/state standards;
- Survey results map(s), overview photographs of survey area(s), ST/BHT descriptions in tabular format (in the report body, or an appendix), and other supporting documentation as warranted; and

¹ Standing structures should be assessed for archeological significance, but significance regarding Architectural Historical criteria of eligibility should be assessed by an appropriate Secretary of Interior qualified architectural historian.

- Site descriptions that provide a summary of the site forms and site revisit forms submitted to TARL along with the dates the forms were submitted.

There are several elements of site discussion that are crucial for reporting survey results:

- **Work Performed:** Describe the site delineation efforts (both horizontal and vertical) and, when applicable, the collection/documentation strategy (specify collection vs. observation strategy), and staff roles. If the site was not delineated outside the PA/APE, explicitly state this and specify the direction(s) of any potential unevaluated deposits. In cases of cemetery investigations, include a statement of potential for graves outside the PA/APE, such as African American graves outside of, or near, a white family cemetery on a property where enslaved African Americans formerly lived. In cases of historical sites, include archival research, landowner or other informant interviews, and other relevant research that was conducted to aid in the evaluation of the site (see CTA Guidelines for Historic Cemeteries and Unmarked Historic Graves, THC's Guidance for Studying Late 19th-Century and Early 20th-Century Sites, and others as appropriate (<https://counciloftexasarcheologists.org/Standards-and-Guidelines>));
- **Site and Site Area Descriptions:** Include the trinomial, whether it is a revisit or newly recorded, the site type (specify cultural components), its temporal/cultural affiliation, and its location within the PA/APE and broader setting. Discuss site size, site components, the topographic/environmental setting, and the condition and depth of cultural deposits. Describe each structure/feature and its respective diagnostic characteristics. Such analysis should include individual site sketch/GIS maps, site overview photographs, artifact/structure photographs, and synthesis of ST/BHT data within site contexts. Photographs of the site are required and should include photos of the site setting, artifacts, structures, etc., and should create a representative visualization of the various site components and site area.
- **Analysis of Material Culture:** Include a tabular synthesis of artifact assemblages collected or observed, a discussion of temporal/cultural affiliation of diagnostic collections, and horizontal and vertical distribution of artifacts. This could be presented as a table or a narrative synthesis depending on the scale of the collection;
- **Research Value/NRHP/SAL Criteria Evaluation:** If the full extent of site was not investigated (i.e., the site was only investigated within the PA/APE), provide an eligibility recommendation for the portion of the site within the PA/APE. See Section I(D) for recommended terminology. If a site is a previously recorded resource, provide a brief overview of the previous investigations specific to the site, its condition and NRHP/SAL eligibility status, and recommendations for further work; and
- **Previous and/or Anticipated Impacts:** If the site is to be avoided or protected from project impacts, please detail how that will be accomplished.

Testing & Data Recovery/Mitigation

The results section of testing and data recovery/mitigation reports should provide a detailed synthesis of new data collected. The format should mirror that of the approved research design, demonstrating how the testing/mitigation program applied specific investigatory techniques to procure necessary data that would address relevant research questions. The general guidelines relevant to provenience and descriptive detail presented in the preceding report-class outlines also apply here. Additionally, the intra-site provenience of artifacts, features, or associated materials should be provided in the greatest detail possible to clearly demonstrate horizontal or vertical patterning. Emphasis should be placed on gaining as complete an understanding of each site or structure as possible. All previous data, including efforts by previous investigations (professional or non-professional), should be considered.

Other required elements:

- Data tables for collected materials (legible format);
- Photographs of site elements, deposits, units, artifacts, etc.;
- Overview of methods/types of special samples/techniques applied;
- Appropriately scaled maps showing topography, limits of site, locations of all investigations; and
- Detailed plans and profiles for documented features, plan view showing locations of features with reference numbers within site contexts and associated descriptions.

7) Analysis & Discussion (Testing & Data Recovery)

The scope of the project and nature of the data collected will typically dictate whether the analysis and discussion of results should be presented in a single section or multiple chapters, whether analysis should be broken up into multiple chapters, and whether analyses performed by subconsultants should be incorporated in the main body of the report or provided as appendices. For a small testing project with low artifact yield, it may be sufficient to combine all the artifact analyses into a single chapter. However, a large data recovery project with multiple specialized analyses to address complex research questions may require several chapters. As a general guideline, if a combined single section would require more than two or three levels of subheadings, consider presenting the analyses and/or discussion in separate chapters.

Analysis

Testing and data recovery/mitigation projects, and occasionally other projects as well, typically entail the detailed analysis of artifacts and special samples and may also require geoarcheological or other specialized data analysis. Results from archival research conducted on historic sites would also fall in this category. The results of these analyses should be presented in a coherent fashion prior to interpretation and synthesis of the site in the Discussion section. Any artifacts or analyses mentioned in the research design should be directly addressed, even if that particular line of inquiry proved fruitless.

While it is appropriate to provide test results as appendices (radiocarbon dating, INAA, lipid analysis, OSL, etc.), detailed analyses conducted by subconsultants should be incorporated into the body of the report, when possible, particularly if they were conducted to address key research questions. For example, ceramic analysis should be presented in the body of the report, while the tables containing the sherd-by-herd data and results of radiocarbon dating organic residue found on the sherds should be presented as an appendix. All artifact analysis results not included in the body of a report should be provided as an appendix (see section IIC for more guidelines on appendices). Examples of this include, but are not limited to:

- Archival research for historical sites (see THC's Guidance for Studying Late 19th-Century and Early 20th-Century Sites for requirements). Note for survey projects, this information is usually more appropriately presented in the site results;
- Artifact analysis; and
- Specialized studies & analyses (geoarcheology, macrobotanical, ceramic, etc.).

Discussion

The discussion section should synthesize the results of the background research, field investigations, and analyses to provide interpretation of the site and address the research questions outlined in the research design. All research questions presented in the Research Design should be directly addressed in the Discussion. If the data obtained were insufficient to fully address the question, that should be clearly explained.

For **testing** projects, the recovered data should be synthesized on both an intrasite and intersite level of analysis. The improved evaluations of the significance of the site made possible by testing should be discussed, and the overall effectiveness of the testing program should be assessed.

For **data recovery and mitigation**, the results of the avoidance/protection measures and the investigative studies should each be separately synthesized and assessed. The two should then be correlated to provide an evaluation of the effectiveness of the overall strategy. A synthesis and interpretation of the investigative studies should address both their resource management effectiveness and their research-oriented conclusions and include intrasite and intersite level of analysis.

8) Summary & Recommendations

The summary and recommendations section of the report serves to concisely reiterate pertinent information discussed in detail in the analysis, discussion, and results sections. It presents recommendations for project clearance or further investigations justified by the gathering and interpretation of the archeological evidence. For ease of the reader, a summary table may be included as appropriate.

Required information in the summary and recommendations section:

- Summarize work conducted (e.g., how many STs/BHTs/units and/or cubic meters of soil were excavated, number of artifacts collected/analyzed, etc.). For a survey aiming to examine a larger area for resource predictability and management, this would include a discussion of the character, density, and distribution of cultural resources in the study area. For NRHP testing or data recovery, a summary of the site interpretation should be included;
- Provide trinomials of sites revisited and recorded and indicate general site type for each (e.g., historical farmstead versus precontact campsite, etc.);
- For Section 106 and ACT-permitted projects, present NRHP eligibility recommendations for each identified site;
- For ACT-permitted projects, specify SAL recommendations for each identified site;
- Indicate which of the sites, if any, would be adversely affected by the proposed work or explicitly recommend a finding of no historic properties will be affected;
- Provide recommendations for resource avoidance, protection, minimization of impacts, or further investigations, as necessary; and
- Include a statement suggesting what the project sponsor should do if unanticipated discoveries are made during construction.

C. BACK MATTER

The back matter of the report should consist of:

1) References Cited (Alphabetical by author's last name or organization name)

2) Appendices (as appropriate)

- Maps or project area figures that illustrate site and cemetery locations if not included in main body of the report (versions of these figures for public release should be restricted and pulling appendices for redaction are often easier);
- ST/BHT/auger tables, if not presented in report text; appropriate presentation area may be dependent upon scale of results:

- Should be organized by site STs, then general survey STs
- Should include soil type and Munsell colors documented by stratigraphic levels and depths, total shovel test depth, reason for termination, and artifacts encountered.
- Submitted Site Form and Site Revisit Form data from TexSite should be included either as an appendix to the report, or submitted as a separate file at the time of Draft Report submission;
- Artifact catalogs and analysis tables;
- When appropriate, include a supplementary photolog that includes relevant, additional photos of site elements, artifacts, survey areas, etc.; and
- For some complex projects, it may be useful to provide final agency concurrence in the final report as well as any relevant agency correspondence.

3) Glossary (when appropriate)

D. ADDITIONAL GUIDELINES FOR UNDERWATER INVESTIGATION REPORTS

Reports submitted for underwater archeological investigations have unique additional considerations due to the underwater environment itself and the nature of the data collection and interpretation of remote-sensing data that constitutes a majority of the underwater investigations. Additional content is necessary for understanding the context of the historical and geophysical environment and the remote-sensing data. Each relevant section that requires additional content is discussed below.

1) Abstract

In addition to listing any recorded archeological sites within the PA/APE, the abstract needs to include all remote-sensing anomalies recommended for avoidance using the assigned anomaly numbers.

2) Introduction

Delineate the specific roles for each team member including participation in the on-site field survey/investigation (and their individual specific responsibilities), collection of remote-sensing data, processing of data, interpretation of data, and reporting roles such as author, editor, and production of GIS/CAD images, when applicable.

When discussing applicable federal and state statutes and rules, make sure to include the sections of the TAC that address underwater archeology. This includes chapter 13 TAC 28 and sections of 13 TAC 26.

A 50-m or 150-m added survey margin around the PA/APE is required as an element in the design of the remote-sensing project area (13 TAC §28.6). Please illustrate both the PA/APE and added survey margin in the PA/APE figure to demonstrate this area was considered and included in the archeological investigation.

3) Environmental Setting

For underwater reports produced for Texas Antiquities Permits, this section should discuss, to the extent possible, the relevant riverbank or shoreline changes occurring over time. Often this includes historical charts/maps that illustrate and compare modern and historical marine/riverine delineations of the PA/APE. Major components of this section should include:

- Historical shoreline changes;

- Water depths of the survey area and if this has changed, including erosion or accretion of landforms;
- Sediment type and sedimentation rate (if known) should be included as it relates to the underwater environment and its potential for the preservation of archeological resources; and
- Land-use History. For submerged PA/APEs, a summary of modern and historical navigational improvements in or near a PA/APE is crucial to understanding the potential adverse or beneficial impacts on historic underwater properties in the PA/APE. This section should include, but not be limited to, a discussion of improvements such as channel dredging, jetty construction, shoreline armoring, shoreline stabilization projects, and creation of borrow or spoil areas. These activities should be discussed in relation to their potential to impact underwater historic properties directly or indirectly.

4) Background/Pre-Field Research

Reports for underwater remote-sensing investigations have two major added components for this section that assist in better understanding the potential for archeological sites within the proposed PA/APE.

Previously Recorded Remote-Sensing Targets

Discuss recorded remote-sensing targets discovered by previous underwater archeological surveys that have intersected or lie within or adjacent to the PA/APE. The authors need to review not just the center point of the targets but also the avoidance buffers that extend 50 m or 150 m from the perimeter of the anomaly's acoustic target and/or magnetic signature, as per state requirements in 13 TAC §28.2 and §28.9. The avoidance boundary must be maintained if it lies within the PA/APE, even if the target itself is outside the PA/APE. Removing or renegotiating avoidance areas must be coordinated through the THC.

Reported Shipwrecks in the Proposed PA/APE

In addition to the discussion of recorded archeological sites and previously discovered remote-sensing targets, this section of the report should contain a discussion of reported shipwrecks in the PA/APE. There are three main sources for these Texas data, although others may also be consulted.

THC Archeological Sites Atlas: The Atlas contains the shipwreck database created and maintained by the THC's Marine Archeology Program (MAP). Use of the database is restricted to archeological professionals approved during the Atlas registration process to have access to sensitive archeological data. This shipwreck database contains more than 1,900 reported historical shipwrecks in Texas state waters as derived from U.S. Coast Guard records, newspapers, memoirs, archival research, coastal charts, and other primary and secondary sources. This is the most extensive database available for reported Texas shipwreck losses. Only a small portion are recorded archeological sites. When using the MAP database's shipwreck layer in Atlas please consider:

- If a reported shipwreck has been discovered and verified, its trinomial is included as a field in the shipwreck's information window. Recorded archeological sites that do not yet have assigned trinomials will have the abbreviation "TBA (to be announced)";
- For discussing shipwrecks near the PA/APE use 1 mile instead of 1 km as the search radius;
- Review the positional accuracy of the reported shipwreck. If it says "exact" and also includes a trinomial or "TBA" in its data, then it is a recorded archeological site. Most reported shipwrecks have positional accuracies of 0.25 miles or greater (sometimes 10+ miles). Make sure the positional accuracy of shipwrecks outside of the PA/APEs is considered, in case less specific positions place them potentially within the PA/APE.

National Oceanic and Atmospheric Administration’s (NOAA) Automated Wreck and Obstruction Information System (AWOIS): The AWOIS database has two separate components and includes shipwrecks and obstructions recorded and listed on navigation charts. These vessels can be much older than their charted date; for example, some Civil War-era Texas wrecks first appeared on modern charts, providing the impression they are twentieth-century wrecks. AWOIS records have not been updated since 2016, so the most current information is presented in NOAA’s online electronic navigation charts (ENC)—often these a duplication of AWIOS data.

Texas General Land Office’s (GLO) Resource Management Code (RMC): This online database contains codes created by the THC MAP to identify areas as having a high or low probability to contain shipwrecks (MK and MJ codes, respectively). The THC manages these data, and it is hosted online by the GLO

(<https://www.arcgis.com/apps/webappviewer/index.html?id=559e3ee98e0f43c084ba0adb5a2177f1>; see the MK and MJ links under “Miscellaneous” in the GLO Viewer). A full list of RMC code definitions can be found at the following link:

https://gisweb.glo.texas.gov/RMC/instructions/Revised_RMC_all_20141009.pdf

- MJ – Cultural resources may be present. These tracts lack sufficient data regarding the presence of submerged cultural resources. An archeological remote-sensing survey, issued under a Texas Antiquities Permit, may be required for proposed work that introduces bottom disturbing activities such as dredging and/or creation of sediment placement areas. Consult with the Texas Historical Commission for more information.
- MK – Avoid impacts to cultural resources. SALs or other cultural resources protected by state law are known to be or may be located on this tract and should not be disturbed. An archeological remote-sensing survey, issued under a Texas Antiquities Permit, may be required prior to commencement of activities. Consult with the Texas Historical Commission for more information.

Texas Shipwreck SALs

Many Texas shipwrecks in the Atlas Shipwreck layer are designated as SALs due to a process implemented in the 1980s. All reported pre-twentieth century shipwrecks in the THC’s database were designated as SALs regardless of whether they were recorded archeological sites. Therefore, hundreds of shipwrecks have this protected status though they have yet to be discovered. It is common to have a SAL shipwreck that does not also have a NRHP evaluation, because it has not been recorded through archeological investigations. A SAL shipwreck in Texas is most frequently a reported but not a recorded site.

5) Research Design & Methods

Most underwater permits are issued for underwater remote-sensing surveys. The minimum requirements for data collection procedures and equipment are listed in the 13 TAC §28.6. The research design for underwater archeological surveys should describe the methods and tools including:

Survey

- Name (if applicable), size, and draft of the research vessel;
- Manufacturer and models of the remote-sensing equipment;
- Equipment range and resolution settings used for the survey;
- Collection sample rate;
- Transect line spacing;
- Software used in the collection and processing of data; and

- Processing and analytical methods used for magnetometer, sonar, and when applicable, sub-bottom profiler data.

Ground-Truthing

- Detailed discussion of ground-truthing techniques (probing/coring) including proposed depths (probes/cores) and diameters (cores). This should detail how the probe/core positions were recorded and how the probe/core locations were selected; and
- For diving projects, include details of the dive operation including personnel, roles, total bottom time, water depths, and visibility.

For underwater permits, conservation of artifacts is required for testing and excavation permit categories 13 TAC §26.16 (11) (13). In addition to guidance already presented in this document, keep in mind that reports for underwater data testing and data recovery projects should address conservation and include discussion of such methods.

6) Results

Remote-Sensing Surveys

Underwater archeological investigations are heavily dependent on the collection and interpretation of remote-sensing data. Because the ability to interpret and present remote-sensing data in a report is intrinsically dependent on the archeologist's experience and training in these methods, additional sections are to be included in the report to describe this information. Each underwater report, regardless of positive or negative findings, must include a section describing magnetometer interpretive methodologies historically and currently used in the discipline. This helps demonstrate the archeologist's familiarity with both the technology and analytical methods. This discussion is presented either in the Research Design/Methods or Results and should be a comprehensive discussion of the cumulative interpretative models and not just those used specifically toward the report recommendations.

Within the Results, the investigator must also include the minimum criteria used by the authors to select the significant remote-sensing targets recommended for avoidance. This information needs to be clearly denoted and separate from the interpretive model history. As part of this discussion, describe why specific interpretive/analytical models were used for the current project type or location.

Specific requirements for the presentation of remote-sensing data for reports produced for Texas Antiquities Permits are presented in 13 TAC §28.9. As added guidance, the contoured magnetometer data and sonar mosaic for the PA/APE should be presented at a scale that can be reviewed by the THC MAP using the criteria defined by the authors. It is recommended that the data be presented on magnetic contour maps at no greater than 500 to 700 ft to an inch (1:6000-1:8400 scale). Sonar mosaics and bathymetry maps can be produced at 2000 ft to an inch (1:24000) for large survey areas. Additional considerations include:

- Do not obscure the magnetometer and sonar data with labels or icons placed over the magnetometer contours or sonar targets;
- Ensure the Railroad Commission of Texas (RRC) oil features have been compared to the data and accordingly label these features on the contour maps;
- Per 13 TAC §28.9, vessel transects in the magnetometer contour maps must be included. Do not include vessel transects on the sonar mosaic;
- If sub-bottom data are included in the investigation, please ensure an adequate number of figures are included that define paleo river channels in the sub-bottom data and overall map figures;

- Per 13 TAC §28.9(7), include a figure that shows both the planned and actual survey transects;
- As stated in 13 TAC §28.9(2), include additional large-scale figures for each recommended magnetometer anomaly/sonar target in addition to the magnetometer map and sonar mosaic figures. Such enlarged images should include vessel transects for the magnetometer targets;
- As per 13 TAC §28.2(1) and §28.9(6), illustrate the avoidance buffers for recommended targets in magnetometer contour maps and the sonar mosaics. Illustrate these buffers as circles and not amorphic shapes. Data should be represented in this way as it is easier to understand the avoidance buffer as a radial distance from the target center point that takes into account the maximum extent of the magnetic target or cluster and the 50 or 150 m avoidance buffer; and
- It is preferred that magnetometer targets are labeled by their combined dipole/anomaly cluster and not as individual anomalies within a cluster.

Target Ground-Truthing

THC survey-level underwater permits include basic, intrusive methods to identify a buried historical or precontact site through probing/hydroprobing, coring, or limited removal of sediment overburden through diver-controlled dredging. The presentation of results for such investigations should include a geo-rectified image of the magnetometer anomaly, anomaly cluster, or feature with the positions of the probes and/or cores. Probe or core results for each target should be presented as a tabular summary that includes:

- Probe/Core number;
- Coordinates (WGS84 UTM preferred);
- Method (probe length);
- Depth of penetration; and
- Material encountered/soil description.

7) Summary & Recommendations

For underwater investigations, recommendations include not only the archeological sites, but also the remote-sensing targets that are recommended for avoidance. As with the Abstract and Results, these need to be listed by the numbers assigned to each target by the authors. It is not necessary to recommend the NRHP/SAL eligibility status of a buried remote-sensing anomaly only identified as a magnetometer target, unless it has been ground-truthed and there is additional information by which to form a hypothesis.

The THC also requires in 13 TAC §28.9(8) that these significant targets be summarized in a table. This is often presented as a non-disclosure appendix. This table typically includes:

- Target number(s);
- Coordinates and coordinate system (WGS84 UTM preferred);
- Gamma/nT minimum and maximum range;
- Peak-to-peak amplitude and linear duration (in meters or feet) of magnetometer targets;
- Recommended avoidance radius from the anomaly center point;
- Identity as a monopole, dipole, or larger cluster;
- Dimension and shape/description of sonar targets; and
- Water depths.

III. CHECKLISTS

The following checklists serve as both quick references to specific sections in the CTA report guidelines and as helpful guides for ensuring reports include relevant information. These checklists are meant to summarize the above information presented. Not all checklist items may be applicable to each individual report.

SCOPE OF WORK CHECKLIST

___ General Project Information

- Project Name
- Project Location/County (Nearest City)
- Project Partners
 - Lead Agency
 - Sponsor
 - Contracting Party/Investigative Firm
 - Landowner
- Principal Investigator
- Regulatory Framework
- Funding/Permitting/Approval
- Land Ownership (Federal/State/Private)
- Applicable Regulations
- Federal and/or State Permit Number(s)
- Description of Project/Undertaking

___ Project Area Description

- PA/APE Map (show project components)
- PA/APE Description
- Project Partners
 - Lead Agency
 - Sponsor
 - Contracting Party/Investigative Firm
 - Landowner
- PA/APE Definition
 - Total Acreage
 - Direct/Indirect/Visual PA/APE Acreage
 - Corridor Length/Width for linear projects (metric)
 - Horizontal and Vertical Impacts (metric)
 - Investigative Acreage/Depth (if differs from PA/APE)

___ Research Design & Methodologies

- Type of Archeological Investigation
- Statement of Objectives/Purpose
- Field Methodologies
 - Standards Used
 - Sampling Area/Intensity
 - Transect Intervals and Est. Quantity
 - Investigative unit type(s) (ST, BHT, etc.)
 - Unit Dimensions/Spacing
 - Estimated Quantity
 - Site Definition and Methodology
 - Justification for Trenching or Not
 - Marine Survey Methodologies
 - Transect Line-Spacing
 - Equipment
 - Sampling Rate
- Artifacts
- Collection Policy
- Field Documentation/Analysis
- Field Samples
- Documentation Methods
- Laboratory & Analysis
- Processing & Conservation
- Classification/Theoretical Framework
- Diagnostic Criteria
- Specialized Equipment
- Curation
- Ownership
- Repository/Artifact Disposition/Disposal
- Reporting
- Unanticipated Discoveries Protocol

REPORT GUIDANCE QUICK REFERENCE

FRONT MATTER (CTA II[A])-----

__ Title Page

- | | | |
|--|---|---|
| <input type="checkbox"/> Project Name | <input type="checkbox"/> Investigative Firm | <input type="checkbox"/> Principal Investigator |
| <input type="checkbox"/> County or Counties | <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Report Author(s) |
| <input type="checkbox"/> Antiquities Permit Number | <input type="checkbox"/> Mark as Draft or Final | <input type="checkbox"/> Date of Publication |

__ Abstract

- | | |
|---|---|
| <input type="checkbox"/> Project Name | <input type="checkbox"/> Project Impact Depth/Depth Investigated |
| <input type="checkbox"/> Location of Study | <input type="checkbox"/> Project Field Dates/Duration |
| <input type="checkbox"/> Type of Investigation (survey, etc.) | <input type="checkbox"/> Description of Findings |
| <input type="checkbox"/> Regulatory Framework | <input type="checkbox"/> List of Recorded/Revisited Sites (with trinomials) |
| <input type="checkbox"/> Project Partners (project sponsor/landowner) | <input type="checkbox"/> List of Significant Targets to be Avoided (UW) |
| <input type="checkbox"/> Principal Investigator/Field Supervisor | <input type="checkbox"/> Recommendations |
| <input type="checkbox"/> Description of Project/Undertaking | <input type="checkbox"/> Artifact Collection Policy |
| <input type="checkbox"/> Project Acreage/Acreage Investigated | <input type="checkbox"/> Curation Policy and Repository |

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__ Acronyms (if appropriate)

__ Acknowledgements (if appropriate)

REPORT BODY (CTA II[B], CTA II[D])-----

__ Introduction

- | | |
|---|--|
| <input type="checkbox"/> Project Name | <input type="checkbox"/> Project Acreage/Acreage Investigated |
| <input type="checkbox"/> Location of Study | <input type="checkbox"/> Project Impact Depth/Depth Investigated |
| <input type="checkbox"/> Type of Investigation (survey, etc.) | <input type="checkbox"/> Project Field Dates/Duration |
| <input type="checkbox"/> Regulatory Framework | <input type="checkbox"/> Description of Findings |
| <input type="checkbox"/> Project Partners (project sponsor/landowner) | <input type="checkbox"/> Identity/Roles of Field Crew, Analysis and Report Staff |
| <input type="checkbox"/> Description of Project/Undertaking | <input type="checkbox"/> Artifact Collection Policy |
| <input type="checkbox"/> PA/APE Definition | <input type="checkbox"/> Curation Policy and Repository |
| <input type="checkbox"/> Project Vicinity Map | <input type="checkbox"/> Organization of Report |

__ Environmental Background

- | | |
|--|--|
| <input type="checkbox"/> Topography | <input type="checkbox"/> Land Use History |
| <input type="checkbox"/> Hydrology | <input type="checkbox"/> Historical Shoreline Changes (UW) |
| <input type="checkbox"/> Climate, Flora, and Fauna | <input type="checkbox"/> Navigation Improvements (UW) |
| <input type="checkbox"/> Soils and Geology | |

__ Cultural Background, Precontact and Post-Contact

- | | |
|---|---|
| <input type="checkbox"/> Major cultural periods within the PA/APE | <input type="checkbox"/> PA/APE specific cultural histories and periods |
|---|---|

__ Pre-Field Research

- Sources Consulted (Databases, etc.)
- Vicinity Previous Investigations
- Vicinity Sites and Targets
- Vicinity Recorded and Reported Shipwrecks (UW)
- Historical Aerial Photos, Maps, and Charts
- Probability assessment for PA/APE

__ Research Design & Methods

- Type of Investigation
- Statement of Purpose/Objectives
- Research Perspectives/Questions
- Deviation from Original Research Design
- Standards Applied
- Survey Methodology
- Deep Prospection Methodology
- Site Definition/Delineation Methodology
- Excavation Methodology
- Field Artifact Documentation and Analysis
- Laboratory Analysis and Procedures
- Artifact Collection Policy
- Curation Policy and Repository
- Underwater Survey Methods (UW)
- Magnetometer/ Sonar Data Interpretation (UW)
- Underwater Data-Processing Procedures (UW)

__ Results

- Summary of Work Performed
- Result Logs/Tables (may be Appendix)
- Compliance with Federal/State Standards
- PA/APE Field Observations Summary
- Research Value/NRHP/SAL
- Site Area/Units/Components/Structure
- Site Investigative History
- Discovered Prior Impacts
- Maps Containing Site Locations
- Scaled Site Maps
- PA/APE Representative Photos (may be Appendix)
- Material Cultural Description and Table(s)
- Map of Planned/Actual Transects (UW)
- Large Images of Recommended Targets (UW)
- Magnetometer/Sonar Maps (UW)
- Significant Magnetic Target Selection Criteria (UW)

__ Analysis and Discussion (Testing & Data Recovery)

- Archival Research
- Specialized Studies (geoarcheology, macrobotanical, etc.)
- Material Cultural Discussion (alternative to presentation in Results)
- Address Research Questions

__ Summary and Recommendations

- Summary of Investigation
- NRHP and/or SAL Eligibility
- Sites Adversely Affected by Proposed Work
- Recommendations for Project
- Avoidance/protection plan, if applicable
- Unanticipated Discoveries Plan

BACK MATTER (CTA II[C])-----

__ Glossary (CTA II[C][1])

__ References Cited (CTA II[C][1])

__ Appendices (CTA II[C][2], CTA II[D][6], CTA II[D][7])

- Restricted Maps
- Figures with Site Locations/Cemeteries
- Project Areas with Discovered Sites
- Magnetometer Contour Maps (Positive Findings; UW)
- Sonar Mosaics (Positive Findings; UW)
- Table of Recommended Remote Sensing Targets (UW)

- ST/BHT/Auger Tables
- Artifact catalogs and analysis tables
- Supplemental photographs

- Trench Photos and profiles
- Site Forms
- Agency Correspondence/Concurrence (Final Report)

TAC REPORT SUBMITTAL (13 TAC §26.16) -----

- PA Shapefile (with draft report)
- Abstract Form (after final approved)

- Curation Form
- Public Report Copies (after final approved)