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Raymond F.Y. Blas
Director

Ray Tenorio
Lt. Governor

March 18, 2014

To: Archaeological and Cultural Management Consultants

Subject: Basic Reporting Requirements

Håfa Adai!

The Department appreciates your patience in waiting for our comments on reports reviewed by the State Archaeologist – John Mark Joseph. The resources we need to expedite a quicker review are very limited. We are in the process of hiring at least one more reviewer to help in the reviews. In the meantime, Mr. Joseph has developed a list of basic reporting requirements that we hope will help with his review of reports. Therefore, we are requiring ACM Consultants to follow the basic requirements for reporting. Not following the requirements will delay Mr. Joseph's review until all the basics have been included in the report.

Lastly, rather than submitting a Management Summary Report, and an Abbreviated Report, The reports that you will be submitting will be titled DRAFT REPORT: *Title of report*; and FINAL TECHNICAL REPORT: *Title of report*.

Your cooperation is greatly appreciated. Should you have any questions on the matter, please do not hesitate to call me or Ms. Lynda B. Aguon, Guam State Historic Preservation Officer.

RAYMOND F.Y. BLAS

Director

Attachment: *Basic Reporting Requirements*

Basic Requirements for Reporting, March 14, 2014

- Include a regional map and a map of Guam showing the project area.
- Include a map or figure with all currently known historic properties within a ½ mile diameter of the APE. Names of historic properties and GHPI Site numbers must be shown. Tics need to be placed on maps.
- Excavation profiles should be cleaned with shovel and/or trowel before being photographed. North arrows, scales, photo-boards must be included in all excavation photos. North arrow and scale are needed in all figures.
- A datum needs to be set for each site under excavation; WGS84 shall be the datum used.
- For every new site number assigned to a site, a Guam Historic Properties Inventory (GHPI) Data Form must be completed and sites revisited GHPI Data Forms updated.
- Equipment such as a camera and GPS unit, needs to be described (type, model, capability) in the text of the reporting, digital cameras minimum of 5 megapixels. GPS units need to have submeter capability.
- Photos should be 3.5 to 3.92 in height for landscape photos. Portrait photos should range from 4.5 to 7.74 inches in height. If the photo or figure takes up the entire page then the caption should be at fore edge and not at the spine of the document. 11 X 14 pull out pages should be used when needed. Photos, images, and figures must not be blurry, the photo-board, north arrow and scale needs to be visible in the photograph. If photos are small then there should be two photos per page reducing white space. Correlate your figures, photos, etc., with the narrative.
- Excavation units (EU) should be photographed and documented, especially at the beginning of a layer. Features need to be drawn and photographed in plan-view and in profile; feature numbers needs to be indicated on the photo-board.
- Profile and plan view photos of excavation units, features should be taken straight on and not at severe angles.
- Reports, including research designs and work plans, must have a Table of Contents and Reference Cited.
- Identify clients, lot numbers, size of area surveyed in hectare and acres, survey dates, owners of property, type of project, federal involvement, project funding, and all permitting action for the project at the beginning and in the research designs, work plans, reports, etc.
- Format: 1-inch margins, font size must be 12, double-spaced for all drafts, and bound.
- Documents over 20 pages should be double-sided and pagination on the bottom outside corner.
- Spell-check and proof read documents; check acronyms if correct and references cited.
- Final deliverables: 2 hardcopies, 1 digital copy on CD, and shapefiles. Artifacts shall be turned over to the Guam Museum unless a DoD undertaking.
- A cover letter by the Principal Investigator must be attached to the report indicating review comments were addressed and appropriately placed in the revised report.
- Resumés of all personnel to be employed on projects as field technicians, etc., must be provided to our office.

 3/14/14