

# ARCHAEOLOGICAL RECORDS CHECK REQUEST FOR A CDF PROJECT

This form may be used to initiate an archaeological records check for a California Department of Forestry and Fire Protection (CDF) project in accordance with the procedures and stipulations described in a Memorandum of Understanding (MOU) executed on April 21, 2005 by CDF, the Board of Forestry and Fire Protection, State Office of Historic Preservation, and the 12 Information Centers of the California Historical Resource Information System. Electronic versions of that MOU, this Request Form, and other pertinent instructions and guidance is available on the CDF Archaeology Program Web Site at <http://www.indiana.edu/~e472/cdf/checks/>. The Requestor must either be an RPF, a Professional Archaeologist, or a person who has successfully completed a CDF Archaeological Training Course within the five years prior to submission of this Request and who is working under the direction of an RPF or a Professional Archaeologist. This request cannot be processed without a project map and the Requestor's signature on this form. The project map must be a high-quality photocopy of the relevant portion of a USGS 7.5-minute map at a scale of 1:24,000 with the map name and the actual project boundaries clearly indicated. Any questions pertaining to the use of this form or the procedures to conduct an archaeological records check for a CDF project may be directed to CDF Archaeology Program Manager Dan Foster at (916) 653-0839 or to any of the regional CDF Archaeologists.

Requestor:	Name of RPF or Archaeologist involved:
Affiliation:	Affiliation:
Address:	Address:
Phone #:	Phone #:
Project Name:	County of proposed project:
USGS Quad(s):	Legal Location:
Number of Acres:	Project Type:
IC File # (completed by IC):	Project Description:

## DIRECTION TO THE INFORMATION CENTER

### Records Check Timeframe Option (select one)

- Standard Response  
 Rapid Response

### Check if the project is one of these special types:

- Ownership-wide Records Check or 5-Year Update  
 Emergency Notice Timber Operation  
 Wildfire or other Emergency Incident

**The Requestor shall provide any archaeological or historical site information about the project area which is already known to the Requestor. This will avoid unnecessary time spent on the records check providing material already available.**

- No archaeological or historical information known about this project area.
- I am aware of the following previous investigations within this project area:
- I am aware of the following known archaeological or historical sites within or directly adjacent to the project area:
- I do not request photocopies of the site records listed above, as I already have them.
- Information Center shall notify Requestor, prior to initiating the records check, if the total fee is likely to exceed \$250.
- Other relevant information (attach additional pages if necessary):
- Special Instructions:

## CONFIDENTIALITY STATEMENT AND DOCUMENTATION RESPONSIBILITY

"I understand that the CHRIS Information Center (IC) is providing confidential archaeological information as a service to CDF, the Requestor, and the RPF or professional archaeologist responsible to oversee this CDF project. By requesting this information, the Requestor and the RPF or Archaeologist assume the professional responsibility to the State Office of Historic Preservation and the IC for the appropriate management of this information. This management shall ensure that: (1) that all information regarding specific site locations is kept confidential except for disclosures required by forest practice rules or necessary to carry-out protection of sites, (2) that specific site locations are not included in any document made available to the general public, (3) this information shall not be utilized by the Requestor to destroy, excavate, or vandalize historical resources, and (4) the information is not utilized for project planning outside the scope of this MOU. Furthermore, CDF, in its capacity as lead agency under CEQA for environmental review and approval of projects on privately owned and other nonfederal lands in California, shall determine which archaeological and historical resources identified during the project review process need to be recorded, re-recorded, or supplemented. This determination will be based on the legal authority to carry-out recording efforts on private property and other considerations. CDF shall be responsible to ensure that a complete copy of the final archaeological investigation report including site records which may have been completed, shall be sent to the appropriate Information Center within 30 days following project approval. Within 30 days of cancellation, the Requestor shall notify the IC if the project has been cancelled or indefinitely delayed so that an archaeological survey report will not be submitted to the IC. By signature on this form, the Requestor agrees to comply with the terms stated in this paragraph."

Signature of Requestor (required): \_\_\_\_\_ Date signed: \_\_\_\_\_