

# **Instructions for Completing An Archaeological Records Check Request for a CAL FIRE Project**

by:

CAL FIRE Archaeology Program Staff  
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## **General Instructions**

The instructions provided herein consist of an abbreviated version of the procedures, stipulations, and guidance provided in a Memorandum of Understanding (MOU) among CAL FIRE, the Board, OHP, and the 12 CHRIS ICs which was executed on April 21, 2005. That MOU is available on the CAL FIRE Archaeology Program Web Site at [http://www.fire.ca.gov/resource\\_mgt/archaeology/downloads/MOU.pdf](http://www.fire.ca.gov/resource_mgt/archaeology/downloads/MOU.pdf) These instructions are intended to help Requestors complete the CAL FIRE form entitled *Archaeological Records Check Request for a CAL FIRE Project*. The procedures for the conduct of archaeological records checks for CAL FIRE projects including the use of this form and the personnel eligible to use it are specified in the above-referenced MOU. With regard to CAL FIRE projects being prepared in accordance with the California Forest Practice Rules (Title 14, California Code of Regulations Chapters 4, 4.5, and 10), although the current Rules do not specify use of this records check request form, such use is required by the above-cited MOU, a copy of which is available on the CAL FIRE Archaeology Program Web Site. Any questions concerning the records check process for CAL FIRE projects may be directed to any of these CAL FIRE archaeologists:

Richard Jenkins, CAL FIRE Northern Operations Center, Redding, (530) 224-4749 [rich.jenkins@fire.ca.gov](mailto:rich.jenkins@fire.ca.gov)  
Linda Pollack, CAL FIRE Southern Region Headquarters, Fresno (559) 243-4119 [linda.pollack@fire.ca.gov](mailto:linda.pollack@fire.ca.gov)  
Steve Grantham, CAL FIRE Humboldt-Del Norte Unit, Fortuna, (707) 726-1251 [steve.grantham@fire.ca.gov](mailto:steve.grantham@fire.ca.gov)  
Chuck Whatford, CAL FIRE Northern Region Headquarters, Santa Rosa, (707) 576-2966 [chuck.whatford@fire.ca.gov](mailto:chuck.whatford@fire.ca.gov)  
Gerrit Fenenga, Sacramento Headquarters, (916) 651-2021 [gerrit.fenenga@fire.ca.gov](mailto:gerrit.fenenga@fire.ca.gov)  
Herb Dallas, Southern Region Operations Center, Riverside, (951) 320-6113 [herb.dallas@fire.ca.gov](mailto:herb.dallas@fire.ca.gov)

The most current form entitled *Archaeological Records Check Request for a CAL FIRE Project* (herein after called "form"), or an equivalent to it, must be used to initiate all CAL FIRE records checks pursuant to the MOU. The form must be typed, legibly printed in ink, or prepared on a word processor. It is recommended that Requestors conducting frequent records checks develop a facsimile of this form on their personal computer. A downloadable version of the form is posted on CAL FIRE's Web Site at [http://www.fire.ca.gov/resource\\_mgt/archaeology/downloads/reccheckreq\\_formUnlocked.doc](http://www.fire.ca.gov/resource_mgt/archaeology/downloads/reccheckreq_formUnlocked.doc)

The CAL FIRE Archaeology Program maintains a web site that, among other functions, serves as a convenient method to provide CAL FIRE staff and others with information, reports, forms, instructions, and other types of assistance in the task of conducting archaeological review work for CAL FIRE projects. These web pages can be located through a link at the Department's main Internet Web Site at <http://www.fire.ca.gov> by clicking on "Resource Management", then clicking on "Archaeology." You may also go directly to our web site at [http://www.fire.ca.gov/resource\\_mgt/archaeology/index.php](http://www.fire.ca.gov/resource_mgt/archaeology/index.php)

The contents of this web site include the current Native American Contacts List, a List of ICs, Archaeological Training Schedule and Enrollment Instructions, Survey and Recording Forms, CAL FIRE's Management Plan for Historic Buildings and Archaeological Sites, and many additional items.

The Requestor must either be an RPF, a Professional Archaeologist, or a person who has successfully completed a CAL FIRE Archaeological Training Course within the five years prior to submission of the records check request and who is working under the direction of an RPF or Professional Archaeologist. If the Requestor is not an RPF or

a Professional Archaeologist, the name address and phone number of the RPF or Professional Archaeologist responsible for the records check must be included on the form.

The Requestor must attach a project map consisting of a high-quality photocopy or digitally replicated version of the relevant portion of a USGS 7.5-minute topographic quadrangle map at a scale of 1:24000 with the map name and actual project area clearly indicated. A digitally replicated version of the 7.5-minute USGS map may be utilized provided it is a 1:1 high quality copy of the relevant portion of the 7.5-minute USGS map with the map name and actual project area clearly indicated. For rapid response records checks, a faxed map may not be acceptable. While some ICs do accept faxed maps, others refuse to accept faxed maps to initiate rapid response requests because such maps occasionally are so darkened or distorted by the fax process that project boundaries are obscured. In those instances, the ICs may require the map to be transmitted as an attached file to an email message, preferably in PDF format, or delivered in person, or sent by overnight mail. If the Requestor sends the map as an email attachment, the IC shall be notified via telephone call that a Rapid Response request map is waiting. This procedure is necessary because some ICs reportedly only check their email a few times during any given week. The completed request form must contain the Requestor's signature and this document can be faxed.

A "CAL FIRE Project" means any project developed by CAL FIRE, and any project permitted or enabled by CAL FIRE through its lead agency responsibility pursuant to the California Environmental Quality Act (CEQA), as amended, or any of the various types of timber harvesting projects authorized by the Forest Practice Regulations that are reviewed by CAL FIRE. For CAL FIRE projects on CAL FIRE properties, consult with a CAL FIRE Archaeologist first to find out if a records check has already been completed for the property. For all CAL FIRE projects, it is recommended that the entire parcel be included in the request for a records check so that this information may be used if additional projects occur on the same property.

The fee schedule for CAL FIRE records checks follows the same fee schedule for other types of record checks as approved by the State Historic Resources Commission. Effective October 1, 2006, the IC Coordinators are charging fees for providing information and/or access in accordance with the following schedule that also applies to CAL FIRE records checks:

- (A) Records Search Conducted by IC staff.
  - (1) Staff Time: \$150.00 per hour plus \$75 per one-half hour after first hour.
  - (2) Photocopy: \$0.15 per page.
  - (3) FAX: \$1.00 per page.
- (B) Fees for services not related to record searches performed by the Information Center staff.
  - (1) Staff Time: \$40.00 minimum plus \$20.00 per one-half hour after first hour.
  - (2) Photocopy: \$0.15 per page plus staff time.
  - (3) FAX: \$1.00 per page plus staff time.
  - (4) Information Center report bibliography printout: \$0.15 per page plus staff time.
- (C) In-House Records Search conducted by qualified individuals as specified in this Manual.
  - (1) Access Fee: \$100.00 minimum per person plus \$50.00 per person per half-hour (see NOTE below).
  - (2) Photocopy: \$0.15 per page plus staff time if staff performs photocopying).
  - (3) IC report bibliography printout: \$0.15 per page plus staff time.
  - (4) Cancellation Fee for failure to give twenty-four (24) hours advance notice of cancellation of scheduled In-House Records Check appointment: \$50.00 per appointment.
- (D) Priority Response: total cost of Information Center Services rendered plus 50% of total cost; Information Center should be contacted to determine response time.
- (E) Emergency Response: total cost of Information Center services rendered plus \$100 of total cost; fee applies to a request made by a government agency or representative in response to a specific, identified emergency

incident; Information Center should be contacted to determine response time.

**NOTE** The Access Fee for an In-House Records Search may be waived for research that is unrelated to compliance with requirements of such laws as, but not limited to, the National Environmental Policy Act, National Historic Preservation Act, Native American Graves and Repatriation Act, California Environmental Quality Act, and California Forest Practice Act, as well as local ordinances affecting permitting of construction and other land development actions, and mitigation of adverse impacts to historical resources.

**Disclaimer:** The fee schedule presented above is included in these instructions as a courtesy to CAL FIRE Requestors. This fee schedule takes effect on October 1, 2006. Fees are likely to increase in the future. The current fee schedule is provided in the most current IC Procedural Manual adopted by the State Historical Resources Commission. This is made available at the OHP website at: <http://www.ohp.parks.ca.gov>

While some ICs (e.g. the Northeast IC) accept prepayment of record search fees, other ICs (e.g. the Northwest IC) do not. When the requested information is provided, an invoice will be sent to the Requestor or, alternatively, to his/her designee. These fees should be paid in a timely manner. Also, according to the MOU, if the total fee is likely to exceed \$250, the IC is to notify the Requestor, even if the Requestor did not request a fee estimate.

### **Records Checks Procedures for CAL FIRE Projects**

The CHRIS ICs shall complete records checks for CAL FIRE projects in the following manner:

- (1) Identify all known historical resources, archaeological and historical sites, features, and objects depicted on base maps maintained at the IC which are located within the CAL FIRE project or within 1/16 mile of its boundaries. These resource locations and their identifier will be plotted on the map or maps provided by the Requestor. At least one of these maps must be a 1:1 scale copy of the appropriate USGS topographic quadrangle with the project boundaries depicted.
- (2) Provide copies of resource records for those resources within or within 1/16 mile of the project area, unless the Requestor has indicated these records are already in the Requestor's possession.
- (3) Depict pertinent study locations and their identifiers on the same or duplicate copy of the Requestor's project map. The response letter shall provide additional information linked to the identifier including the author, date, and IC file number.
- (4) Check the Office of Historic Preservation's Historic Property Directory and the California Inventory of Historical Resources.
- (5) Check all additional ethnographic and historic-period information housed at the IC. Maps and other locational information shall be provided, as appropriate.
- (6) Provide a response letter which summarizes all records search results, gives a list of references consulted, and provides a sensitivity assessment that identifies areas within the CAL FIRE project boundaries which are most likely to contain resources and the reason(s) why.

The CHRIS ICs shall not include:

- (1) Any recommendations or advice to the Requestor on how to comply with legal, regulatory, or policy mandates or what specific actions need to take place. This direction shall be provided by CAL FIRE.
- (2) Any tactical strategies or suggested survey methods. These tactics and strategies are provided by CAL FIRE.

### **Special Types of CAL FIRE Projects Requiring Special Procedures**

The three types of CAL FIRE projects requiring special procedures are Ownership-Wide Records Checks, Emergency Notice Timber Operations, and Wildfires or other emergency incidents. The records check procedures for these types of projects are specified below.

***Ownership-Wide Records Check or 5-Year Update***

This type of records check is used by CAL FIRE and certain private timber companies which possess and maintain in-house databases of archaeological and historical site locations on their ownerships. The Forest Practice Rules and CAL FIRE policy require that records checks for all forms of CAL FIRE projects are current within the past five years. This requires CAL FIRE and certain timber companies to obtain updated cultural resource data from the IC (e.g., check the basemaps being used with the official sets of basemaps at the IC to confirm that all known archaeological and historical sites are identified). The CAL FIRE timber company may utilize one of the following three options to complete an initial ownership-wide records check or a five-year update:

- (1) CAL FIRE or the timber company may request that the IC complete the initial records check or 5-year update. Depending upon the scope of work involved, this may require the execution of a contract.
- (2) CAL FIRE or the timber company may hire a professional archaeologist or use a professional archaeologist on staff to complete the records check through an in-house series of visits to the IC in accordance with the fees and procedures identified in the IC Procedural Manual.
- (3) CAL FIRE or the timber company may schedule an in-house records check to be conducted by a qualified Requestor working under the close supervision of IC staff. This option is intended to include the participation of representatives of CAL FIRE or the timber company who possess expertise and familiarity with the base maps and lands being checked. Such participation and assistance given to IC staff may improve efficiency enabling the work to be done more quickly. Requestors working under this option are not entitled to the full range of access normally available only to professional archaeologists and therefore will be working on the in-house search under the IC's supervision. The hourly rate for this option would include the in-house hourly rate for the entire time, and the \$150/hour rate for the time the IC staff is training the Requestor or directly working on the records check. The IC Coordinator or designee shall review the ownership maps prior to check-out to ensure the 1/16 mile rule and other procedures have been followed.

The CHRIS ICs, professional archaeologists, or Requestors working on ownership-wide records checks or 5-year updates shall complete records checks in the following manner:

- (1) Identify all known historical resources, archaeological and historical sites, features, and objects depicted on base maps maintained at the IC which are located within CAL FIRE or timber company ownership or within 1/16 mile of these boundaries. These resource locations and their identifier will be plotted on the sets of maps provided by the Requestor. These maps shall be in a 1:1 scale copy of the appropriate USGS topographic quadrangles with the ownership boundaries depicted.
- (2) Provide copies of resource records for those resources within or within 1/16 mile of the project area, unless the Requestor has indicated these records are already in the Requestor's possession.
- (3) Depict pertinent study locations and their identifiers on the same or duplicate copy of the Requestor's project map. The response letter shall provide additional information linked to the identifier including the author, date, and IC file number.
- (4) Check the Office of Historic Preservation's Historic Property Directory and the California Inventory of Historical Resources.

- (5) Check all additional ethnographic and historic-period information housed at the IC. Maps and other locational information shall be provided, as appropriate.
- (6) Provide a response letter which summarizes all records search results, gives a list of references consulted, and provides a sensitivity assessment that identifies areas within the CAL FIRE project boundaries which are most likely to contain resources and the reason(s) why.

The CHRIS ICs, professional archaeologists, or Requestors working on ownership-wide records checks or 5-year updates shall not include:

- (1) Any recommendations or advice to the Requestor on how to comply with legal, regulatory, or policy mandates or what specific actions need to take place. This direction shall be provided by CAL FIRE.
- (2) Any tactical strategies or suggested survey methods. These tactics and strategies are provided by CAL FIRE.

This type of records check shall be documented with a letter prepared by the IC or Professional Archaeologist that conducted the records check. This letter shall include the date the records check was completed and describe the legal location for the area checked including Township, Range, and Sections, name of quad maps, and a listing of identified sites. This letter will be used as an attachment to an archaeological survey report supporting a THP or other CAL FIRE project to verify that a current archaeological records check has been completed.

### ***Emergency Notice Timber Operations***

This type of records check applies only to specific timber operation known as an Emergency Notices. These fall under a different set of forest practice regulations reduced in scope from those applying to THPs. These special rules are intended to facilitate timber operations in response to emergency conditions. These include trees that are dead or dying as a result of insects, disease, parasites, or animal damage. It also includes trees that are fallen, damaged, dead, or dying as a result of wind, snow, fire, flood, landslide, earthquake, etc. The Board has adopted these unique regulations to require CAL FIRE's environmental review process to be completed more rapidly than for THPs. This procedure includes a reduced timeframe the Requestor must wait for a completed records check and the authority for the RPF to proceed without the records check information should the IC be unable to provide it within the allotted timeframe. 14CCR Section 929.1[949.1,969.1](e)(2) reads as follows:

Prior to submitting an Emergency Notice of three acres or more, the RPF or the RPF's supervised designee shall complete a current archaeological records check. This check may be conducted by telephone. If the Information Center is unable to provide the information within **three business days** following receipt of an RPF's request for an Emergency Notice Records Check, the records check requirement is waived.

The ICs shall attempt to conduct records checks for Emergency Notice timber operations using the procedures described for standard CAL FIRE projects listed above. If the IC are unable to meet the 3-business day deadline for a series of Emergency Notice requests, the ICs may reduce the scope of research to an identification of all known historical resources, archaeological and historical sites, features, and objects depicted on base maps maintained at the IC which are located within the Emergency Notice area or within 1/16 mile of its boundary. CAL FIRE would prefer to have the complete information provided, but completion of a limited check is preferable over one which could not be delivered within the 3-business-day timeframe. The Request Form contains a check-box to inform the ICs if the project is an Emergency Notice. The procedures for Emergency Notice timber operations are addressed in training to Requestors and clarification is provided in the Records Check Request Instructions.

### ***Wildfires or Other Emergency Incidents***

This records check is used by CAL FIRE in response to wildfires and other types of emergency incidents. It requires immediate access to archaeological and historic site locations within the area potentially affected by wildfires and other emergency incidents. The Requestor is likely to be a CAL FIRE Archaeologist or a CAL FIRE employee who

meets the definition listed in Appendix I for an *archaeologically trained resource professional*. The Requestor shall complete a signed request form but it might be only partially filled-out due to the emergency and reduced time to research and plan for the records check. For example, the request may come from the CAL FIRE Archaeology Program Manager in Sacramento via telephone call, on behalf of a CAL FIRE Archaeologist traveling to the incident. The form may also be completed by the CAL FIRE Archaeologist upon arrival at the IC or subsequently after arriving to the incident. The CAL FIRE Archaeologist may schedule an appointment to pick up records check information while traveling to the incident, or may wish to gather it in person. It is also possible that CAL FIRE will request the IC to gather the needed information and have someone other than the CAL FIRE Archaeologist collect the needed information. The name and address of the appropriate CAL FIRE office to receive the invoice may be unknown at this time, and that information may need to be added-in after the archaeologist reports to the incident. The procedures employed by CAL FIRE Archaeologists responding to wildfires, including the support role played by the ICs, are provided in Appendix VII.

The records check for a CAL FIRE Wildfire or other Emergency shall consist of the following:

- (1) Identification of all known historical resources, archaeological and historical sites, features, and objects depicted on base maps maintained at the IC which are located within or adjacent to the area affected by the emergency. CAL FIRE shall provide a map, legal location, or other guidance on the limits of the search area. These resource locations and their identifier shall be provided either by plotting them onto maps brought by CAL FIRE during an in-house visit, or by providing copies of site records.
- (2) Provide copies of resource records for those resources within or potentially affected by the emergency incident as advised by CAL FIRE.
- (3) Depict pertinent study locations and their identifiers on the same or duplicate copy of CAL FIRE's maps. Survey information may be useful to the CAL FIRE Archaeologist responding to an incident.

The CHRIS ICs shall not include:

- (1) Any recommendations or advice to the Requestor on how to comply with legal, regulatory, or policy mandates or what specific actions need to take place. This direction shall be provided by CAL FIRE.
- (2) Any tactical strategies or suggested survey methods. These tactics and strategies are provided by CAL FIRE.

## V. Timeframes for Completing a CAL FIRE Records Check

Requestors initiating a mail-in records check request shall choose one of two options pertaining the response time: **Standard Response**, and **Rapid Response**. Although Rapid Response will probably always be requested for Wildfires and Emergency Notice timber operations due to the emergency nature of these projects and CAL FIRE's need to respond immediately, the Requestor may select the Rapid Response option for any type of CAL FIRE project by indicating this preference on the request form. There will be an increased fee for this rapid response service. Information on the current fee schedule is provided in the most current IC Procedural Manual adopted by the State Historical Resources Commission. This is made available at the OHP website at: <http://www.ohp.parks.ca.gov>

### Timeframe for Standard Response

Although the IC Procedural Manual specifies that the ICs shall complete a standard Records Search within thirty (30) business days, through this MOU, these timeframes are shortened for CAL FIRE projects for the reasons described in the Whereas Clauses of this MOU. CAL FIRE operates within a unique regulatory environment with reduced timeframes for project planning, and on occasion, responds to emergency incidents, which requires a more rapid process for gathering information during project development. The ICs shall attempt to complete a standard response

records check pursuant to this MOU within the following timeframes:

**Standard Response Records Check:** 14 business days from receipt of completed Request Form and Map.

**Ownership-Wide Check:** When an ownership-wide records check or 5-year update is done by the IC, the timeframe for completion of this work shall be negotiated between the IC and CAL FIRE or the timber company. CAL FIRE and timber companies are encouraged to provide as much lead time as possible. Another possibility may include staggering portions of the total number of quad maps involved in the ownership to complete a series of checks one at a time. If the IC is requested to complete this check, it is likely that if the project budget exceeds a certain amount, a contract may be set up between the Requestor and the IC. Due to large size and scope of the ownership-wide record checks, a cost and time estimate should be requested from the IC.

#### Timeframe for Rapid Response

The ICs shall attempt to complete a rapid response records check pursuant to this MOU within three (3) business days from receipt of completed Request Form and Project Map which may be transmitted by FAX, email, or other means. Some ICs refuse to accept faxed maps to initiate rapid response requests because such maps occasionally are so darkened or distorted by the fax process that project boundaries are obscured. In those instances, the ICs may require the map to be transmitted as an attached file to an email message, preferably in PDF format, or delivered in person, or sent by overnight mail. If the Requestor sends the map as an email attachment, the IC shall be notified via telephone call that a Rapid Response request map is waiting. The completed request form must contain the Requestor's signature and this document can be faxed.

The ICs shall be aware of the expected timeframes associated with two unique types of CAL FIRE projects: wildfires, and Emergency Notice timber operations. The expected timeframe for a ***Wildfire Records Check*** is immediately upon notification by CAL FIRE, if at all possible. The regulatory timeframe for Emergency Notice Timber Operations is within three business days following receipt by the IC of a request, with the unique caveat that the records check requirement is waived if the IC is unable to provide the information within three business days.

Note: Although the rapid response service is an option for any CAL FIRE project, this service comes to CAL FIRE Requestors with an increased cost. The fee schedule for rapid response service is specified in the most current IC Procedural Manual adopted by the State Historical Resources Commission.

If the IC is unable to meet these timeframes for a CAL FIRE Project, the Requestor shall be notified via a telephone call and given an estimated time for completion. These timeframes may be extended if the Requestor fails to properly complete the request form or if the Requestor chooses to be given a cost estimate prior to beginning a records check.

Requestors must sign a *Confidentiality and Documentation Responsibility Statement* on the request form which shall ensure: (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 any project other than a CAL FIRE project, as specified in the MOU.

CAL FIRE and the ICs encourage the Requestor to use the downloadable version of the *Archaeological Records Check Request for a CAL FIRE Project* form available on the CAL FIRE Archaeology Program Web Site for use on their own computer system. In order to save space such that the form may be completed in one page plus a Project Map, the Requestor may delete any check boxes under "Directions to the IC" that do not apply. HOWEVER, the entire "Confidentiality Statement and Documentation Responsibility" section must always be included.

The *Archaeological Records Check Request for a CAL FIRE Project* form and attached Project Map shall be sent

to the appropriate IC for processing. A listing of these ICs including the names of the Coordinators, IC addresses and counties of jurisdiction is available on the CAL FIRE Archaeology Program Web Site.

CAL FIRE shall ensure that a complete copy of any cultural resource investigation report, including site records, prepared for a CAL FIRE project shall be provided to the appropriate IC within 30 days following project approval. This must be a final report containing any corrections required during the review by CAL FIRE. CAL FIRE shall submit copies of any new site records or updates for site records, completed to State standards as determined by CAL FIRE, prepared in reference to the project, if any such site records were prepared, but shall not submit copies of the records check reply letter, or background reference information, or copies of previously recorded sites that were sent to the Requestor as a result of the records check, as the IC already has these on file. The site records shall be submitted separated from the report as the IC stores site records and survey reports in separate files.

*A current archaeological records check* is defined in the Forest Practice Rules (14 CCR Section 895.1) as one conducted within the past five years. This definition is applicable to all CAL FIRE Projects. Records checks for CAL FIRE projects that are older than five years from the date the new project is submitted to CAL FIRE should be resubmitted to the appropriate IC for a new records check. A Requestor may use an existing records check previously completed for another project on the same property if that records check is current (i.e., was conducted within the previous five years) and if all of the current project areas were covered in the previous records check.

### Step-by Step Instructions for Completing the Form

**Requestor** Provide the name of the person requesting the records check.

**Name of RPF or Archaeologist Involved** Provide the name of the RPF or Professional Archaeologist involved in the preparation of the project for which the records check is requested.

**Affiliation** Provide the name of any company, group, etc., represented by the Requestor, and as needed, the name of the company, group, etc. represented by the RPF or Professional Archaeologist involved in the proposed project.

**Address** Provide the business address of the Requestor, and as needed, the business address of the RPF or Professional Archaeologist involved in the proposed project.

**Phone #** Provide the business phone number of the Requestor, and as needed, the business phone number of the RPF or Professional Archaeologist involved in the proposed project.

**Project Name** Provide the name of the proposed project.

**County of proposed project** Provide the name of the county (or counties) in which the proposed project is located.

**USGS Quad(s)** Provide the name(s) of the USGS 7.5' topographic quadrangle map(s) on which the proposed project area can be found.

**Legal Location** Indicate the Township, Range, and Section(s) for the proposed project.

**Number of Acres** Provide the number of acres included in the proposed project area as depicted on the attached Project Map.

**Project Type** Indicate the type of proposed CAL FIRE project. Examples include Timber Harvesting Plan (THP), Notice of Emergency Timber Operations (EM), Exemption Notices (EX), Conversion Exemption, or

Non-Industrial Timber Management Plans (NTMP). Other types of CAL FIRE Resource Management Programs include cost-share grants administered by CAL FIRE's Forestry Assistance Program (such as CFIP, FLEP, or Forest Stewardship), the purchase of conservation easements, vegetation management projects implemented under CAL FIRE's VMP or Pre-Fire Programs, Urban Forestry grants, projects on State Forests, as well as Capital Outlay, Facility Improvements on other CAL FIRE properties, and any other project for which CAL FIRE is the Lead Agency responsible for review and approval.

**IC File # (completed by IC)** Leave blank.

**Project Description** Provide a brief description of the nature of the proposed project and proposed project activities that may adversely affect cultural resources.

**DIRECTION TO THE INFORMATION CENTER**

Complete this information in such a way so to give direction to the IC on what type of records check you are requesting

**Records Check Timeframe Option (check one)**

Select Standard Response if you want the IC to complete the records check within the standard timeframe using the standard fee schedule. Select Rapid Response if you want the IC to attempt to complete the request within three business days. Keep in mind there is an increased cost for this service.

**Special Types of CAL FIRE Projects (check the one that applies, if one does)**

If the project you are working on is either an Ownership-wide Records Check or 5-year update, an Emergency Notice Timber Operation pursuant to 14 CCR Section 1052, or a Wildfire or other type of emergency incident, please check the appropriate box. This will alert the IC to unique records check procedures for these types of projects.

**The Requestor shall provide ... (check the ones that apply)**

Check as many boxes as appropriate for the proposed project. Provide any archaeological or historical site information about the project area that is already known to the Requestor. This will avoid unnecessary extra cost for time spent on the records check for the IC staff to provide material already available. The IC, as indicated by the boxes that the Requestor has checked, will provide any and all information. In order to save space such that the form may be completed on one page plus a Project Map, the Requestor may delete any check boxes under this heading that don't apply. HOWEVER, the entire "Confidentiality Statement and Documentation Responsibility" section of the form MUST BE included as well as the Requestor's signature and the date the form was signed.

**No archaeological or historical information known about this project area.** The Requestor may check this box if no information about the project area is known to the Requestor.

**I am aware of the following previous investigations within this project area.** The Requestor may check this box if there are previous investigations already known to the Requestor. Be sure to reference any known report by author, title, and date.

**I am aware of the following known archaeological or historical sites within or directly adjacent to the property.** The Requestor may check this box if there are any sites already known to the Requestor that are located in or adjacent to the project area. Provide any site numbers and/or other designations for these known sites and plot the locations on the Project Map. The IC will confirm the accuracy of these plotted locations.

**I do not request photocopies of the site records listed above, as I already have them.** The Requestor may check this box if the Requestor is already in possession of copies of site records mentioned above.

**Information Center shall notify Requestor, prior to initiating the records check, if the total fee is likely to exceed \$250.** The minimum records check fee is currently \$120 per project. The Requestor may check this box if the Requestor needs to know that the total fee for the records check is likely to exceed \$250. By checking this box, the records check will not begin, if it likely to cost more than \$250, until the Requestor has authorized the IC to begin.

**Other relevant information (attach additional pages if necessary)** The Requestor may check this box and provide any additional information relevant to this records check.

**Special Instructions** The Requestor may check and provide any special instructions to the IC conducting the records check. This may include requests for information concerning ethnographic references, local archaeologists or Native Americans to contact, typical types of sites, artifacts, or material types, etc.

#### **CONFIDENTIALITY STATEMENT AND DOCUMENTATION RESPONSIBILITY**

**Signature of Requestor and Date Signed** The Requestor must sign this form in the space provided and enter the date on which the request form was signed. The records check will not be processed until the form is signed and dated. Furthermore, by signing this form, the Requestor agrees to comply with the terms set forth in the paragraph titled "**Confidentiality Statement and Documentation Responsibility.**"