



## Information for Users

January 2011

**Overview** | The Florida Master Site File, Bureau of Historic Preservation, Division of Historical Resources, is charged with maintaining Florida's inventory of historical cultural resources. More than 181,000 resources, including 31,000 archaeological sites and 146,000 historical structures are recorded at the Site File. The Site File also maintains records on historical cemeteries, bridges, districts and other resources. Roughly 7,000 new records or updates are added annually. These large numbers, however, represent only a portion of Florida's cultural heritage, considering that the majority of the land area of Florida has not undergone field survey by archaeologists or architectural historians. More information about the Site File and other activities of the Division of Historical Resources is available on the Division's website at [www.flheritage.com](http://www.flheritage.com).

**Function** | The Site File is an archive, database and information resource for Florida's cultural resources. Site File staff do not evaluate the historical significance of sites or the potential impact of development projects, however, evaluations of historical significance by the Division of Historical Resources and others are included in our records. Consult the Review and Compliance Section of the Bureau of Historic Preservation (850.245.6333) with inquiries related to preservation aspects of development projects, inquiries related to local government comprehensive planning or questions dealing with the historical aspects of state lands.

**Eligibility for Inclusion in the Florida Master Site File** | The criteria for recording a resource on the Florida Master Site File are that it be adequately documented with a State Site Form and that it be at least 50 years old. The Site File is an inventory and *not* a state historic register. Therefore, there is no historical significance requirement for inclusion in the Site File, although many included properties do possess special significance.

**Requesting Information** | Data requests should be made by e-mail ([SiteFile@dos.state.fl.us](mailto:SiteFile@dos.state.fl.us)), fax or letter. There are standardized forms available for some common requests, including (1) the assignment of a State Site number, (2) a standard cultural resource search by Township-Range-Section, and (3) requests for scanned files or other digital data. Our office is open Monday through Friday from 8:00AM to 5:00PM and a photocopier is available for a fee, however most requests can be fulfilled via e-mail or FTP download. Although routine requests can usually be handled in a few days, they are filled on a first come, first served basis and may take up to two weeks. Florida statutes call for the Site File to protect cultural resources by restricting public access to particular categories of information. Florida Statutes 267.135-267.14 require the Site File to withhold *locations of archaeological sites* in cases when the Division of Historical Resources finds that disclosure will put the sites at risk. Florida Statute 119.071(3)(b) requires *structural details of facilities used by state or local governments and other types of public buildings* to be withheld except under certain narrow conditions.

**Searching Site or Survey Records** | Inquiries regarding individual sites or report manuscripts should refer to the State Site number or Site File manuscript number, if known. For sites and historic properties, site numbers include a two letter county code and a serial number in assignment order within the county. "LE220" or "LE00220," for example, refers to the 220th site recorded in Florida's Leon County. Searches for all recorded historical resources in a given area are usually performed by legal survey location--Township, Range, and Section. If you wish to search a more specific project area, please include a map with your request detailing the parcel(s) for which you would like information. Specific historical structures may also be searched based the full street address or known historical names. Survey projects and reports are filed in a single statewide sequence, and specific surveys can be searched based on the county, report author, publication date, and report title. *As required by Florida law, we limit the distribution of (1) location information on archaeological sites and (2) certain structural details of public buildings.* If you have very large or complex tracts of land to be searched, consult with Site File staff for the most efficient way to proceed.

## *Guide for Users of the Florida Master Site File*

**Recording Sites** | Nonprofessionals as well as professionals may submit State Site Forms and other documentation to the Florida Master Site File. Standard Site File forms and form manuals are available for recording archaeological sites, historical standing structures, historical bridges, historical cemeteries, historic shipwrecks, historic districts and other resources. Supplementary documentation is required in addition to the completed form. For all resources we require boundaries plotted on a 1:24,000 scale USGS topographic map background (photocopy) and for all resources except archaeological sites we require at least one photo. We encourage all site recorders to use the Site File's electronic recording forms to document cultural resources. Forms submitted as part of a State-sponsored project are required to submit electronic forms. Forms, manuals and other documentation may be downloaded at [www.flheritage.com/preservation/sitefile](http://www.flheritage.com/preservation/sitefile).

### **Basic Steps for Recording a Resource:**

- Obtain a site number from the Site File using the *Number Assignment Request Form*.
- Complete a State Site Form for the resource, including maps and photo.
- Submit all materials to the Site File.

**Computer Database Information** | The Site File can provide a spreadsheet or Access database table containing computer information for each recorded resource in a county. After consultation with staff, these files (aka 'Santa Claus' files to longtime Site File users) can be sent via FTP download or e-mail.

**GIS Data** | GIS data sets of Site File resources are available and layer updates are published quarterly. The Site File does not routinely provide custom paper maps but *approved* users may request county level GIS data for use in their own GIS systems. Note that the distribution of archaeological site location data is restricted by Florida law. Consult with the Site File staff for more information on requesting Site File GIS data.

**Scanned Documents in PDF format** | The Site File EDMS (Electronic Document Management System) project started in 2000 with a goal of scanning all paper Site File documents so that they may be viewed and transmitted digitally. Scanned file images are available in Adobe Acrobat PDF format upon request. Documents which have been fully scanned now include all National Register of Historic Places listed resources and all manuscript files. The scanning of cultural resource records is complete for many counties. However, the majority are not yet scanned. Site File staff will scan requested resource files on demand, but please be aware that large scanning requests may require a considerable amount of time to complete.

**Contact** | Florida Master Site File, Division of Historical Resources, R. A. Gray Building, 500 South Bronough St, Tallahassee, Florida 32399-0250. Phone: **850.245.6440**; Fax: **850.245.6439**. E-mail: [SiteFile@dos.state.fl.us](mailto:SiteFile@dos.state.fl.us); Web page: [www.flheritage.com/preservation/sitefile](http://www.flheritage.com/preservation/sitefile).