

Instructions for Completion of the NMCRIS NIAF

This document provides guidance for filling out the NMCRIS Investigation NIAF. As of January 1, 2006, the NIAF replaces the Laboratory of Anthropology Investigation Record, commonly referred to as the Project/Activity Form [see 4.10.15.18 NMAC].

1. NMCRIS ACTIVITY NUMBER: Enter New Mexico Cultural Resources Information System (NMCRIS) activity number obtained during registration. **The New Mexico State Historic Preservation Office (SHPO) will not accept unregistered reports for review.** If you have never used the on-line NMCRIS registration program, please call the Archeological Records Management Section (ARMS) at 505-476-1275 for staff assistance.

2a. LEAD (SPONSORING) AGENCY: Enter name and administrative unit of lead or sponsoring agency responsible for administering the cultural resources project (e.g., State Parks, Oliver Lee Ranch). The lead agency is the government entity, and/or land-managing agency with responsibility for consulting with the New Mexico SHPO on issues of cultural resource compliance.

2b. OTHER PERMITTING AGENCY(IES): Enter name(s) and administrative unit(s) of additional permitting agencies with jurisdictional responsibilities (if applicable).

3. LEAD AGENCY REPORT NUMBER: Enter number assigned to report by lead or sponsoring agency (if applicable). Lead (sponsoring) agency reviewer use only.

4. REPORT TITLE and AUTHOR(S): Enter complete report title and author's name (s).

5. TYPE OF REPORT: Check POSITIVE box if any kind of cultural manifestations were encountered during inventory. This includes structures, as well as sites [see 4.10.15.19 NMAC]. Check NEGATIVE box if there are isolates only or no cultural manifestations.

6. INVESTIGATION TYPE: Check box(es) of ALL investigation type(s) conducted.

7. DESCRIPTION OF UNDERTAKING: Provide brief description of proposed undertaking/project; (e.g., 6" waterline with pressure valves, or caliche pit with 50' wide access and pipeline corridors). Description should provide reviewers with enough information to assess all possible effects.

8. DATES OF INVESTIGATION: Enter inclusive fieldwork dates.

9. REPORT DATE: Enter date of report.

10. PERFORMING AGENCY/CONSULTANT: Enter name and administrative unit of agency or consulting archeological contractor (company name) performing the archeological investigation. Enter other field personnel information.

11. PERFORMING AGENCY/CONSULTANT REPORT NUMBER: Enter number of performing agency or consulting archeological contractor report (company report number).

12. APPLICABLE CULTURAL RESOURCE PERMIT NUMBER(S): Enter all appropriate agency permit numbers. Include all permits required for multijurisdictional projects.

13. CLIENT/CUSTOMER: Enter name of project proponent (individual or company name). Include other requested contact information.

14. CLIENT/CUSTOMER PROJECT NUMBER: Enter client project or report number (if applicable).

15. LAND OWNERSHIP STATUS: Enter name of land managing agency and administrative unit currently owning or administrating lands within the surveyed area. Privately owned lands are listed as either "Private Individual" or "Private Corporation" for corporate or land grants. If multijurisdictional list all private, state agency(ies), Federal agency(ies), and Tribe(s) owners involved. Enter acres surveyed for each land ownership. Enter acres of area of potential effect for each land ownership. If area of potential effect is unknown, assume it will be the same as acres surveyed and enter accordingly.

16. RECORDS SEARCH: Enter date when each type of pre-field records review was conducted (ARMS, NR/SR, Other Agency). Enter name(s) of records search reviewer(s). Provide names of all other agencies where records reviews were conducted.

17. SURVEY DATA: a) Check box of datum used. Check box of map source used. Check box if GPS used and check level of accuracy obtained. b) Enter name(s) and code(s) of topographic map(s) covering project area. c) Enter name(s) of county(ies) represented in project area. d) Enter name of nearest city or town. e) Populate Legal Description table with Township (N/S); Range (E/W); Section and complete quarter corner breakdowns. Check box to indicate if legal description is projected. Check box Unplatted if land is not section platted. f) Please provide brief description of other means of locating project area. Note--BLM will require FEL/FWL descriptions under this category.

18. SURVEY FIELD METHODS: Check appropriate box for each of the following: Intensity, Configuration (note: both block and linear methods may apply for some projects), Scope, and Coverage Method. Enter appropriate information for each of the following: Survey Interval, Crew Size, Field Work Dates, Survey Person Hours, Recording Person Hours, Total Hours. Additional Narrative: Use the provided space to expand upon or amplify any survey method information.

19. ENVIRONMENTAL SETTING: Provide a brief environmental summary.

20. CONDITION OF SURVEY AREA: a) Enter percent of ground visibility. b) Provide a brief narrative regarding existing landscape modifications.

21. CULTURAL RESOURCES FINDINGS: Check YES box if sites, historic structures or isolates were encountered and see Page 3 for further instruction. Check NO box if no cultural resources were encountered. Provide brief narrative regarding possible causes for absence of cultural resources.

22. REQUIRED ATTACHMENTS: Check **all** appropriate boxes. Site forms are required for each site type listed below:

Discovered Site: LA Site Form for a new site **MUST** include a complete site form, site sketch map and portion of 7.5' topographic map noting site location.

Previously Recorded Site: LA Site Form "update" for a previously recorded site **MUST** include the first 2 pages of the LA Site Form. It should also include any pages where the present recording information differs from earlier visit information.

Previously Recorded Site Not Relocated and/or Destroyed: LA Site Form "update" for an "unrelocated" and/or destroyed site **MUST** include the first 2 pages of the LA Site Form. PLEASE NOTE: On page 1 under Site Accessibility--check box "not accessible". On page 2 under Condition---provide an explanation regarding how/why the site was destroyed or could not be relocated.

MAKE SURE ATTACHMENTS ARE INCLUDED

23. OTHER ATTACHMENTS: Check box for Photographs and Photo Logs if submitting photos. Prints should be sleeved in archival quality protectors and attached to the report **NOT** the individual LA Site Forms. Each photo should be individually labeled on the back with the NMCRIS number, LA number and Roll/Print ID number (if multiple rolls were used on the project). If submitting photographs, photo logs are requested. Check box for Other Attachments and describe attachments if including any additional information.

MAKE SURE ATTACHMENTS ARE INCLUDED

24. SIGNATURE and DATE: Signature of principal investigator or responsible archaeologist. Date. Title, if signer is not the principal investigator.

25. REVIEWING AGENCY: Lead (sponsoring) agency reviewer use only.

26. SHPO REVIEWER: New Mexico SHPO reviewer use only.

Cultural Resource Findings

1. **NMCRIS ACTIVITY NUMBER:** Enter New Mexico NMCRIS activity number obtained during registration.
2. **LEAD (SPONSORING) AGENCY:** Enter name and administrative unit of lead or sponsoring agency responsible for administering the cultural resources project (e.g., State Parks, Oliver Lee Ranch). The lead agency is the government entity, and/or land-managing agency with responsibility for consulting with the New Mexico SHPO on issues of cultural resource compliance.
3. **LEAD AGENCY REPORT NUMBER:** Enter number assigned to report by lead or sponsoring agency (if applicable). Lead (sponsoring) agency reviewer use only.

Survey Findings

SITES DISCOVERED and REGISTERED: Enter total number of sites recorded during survey and registered with ARMS (i.e., assigned LA numbers). If no sites were discovered and registered, enter a zero.

SITES DISCOVERED AND *NOT* REGISTERED: Enter total number of sites recorded during survey but not registered with ARMS (e.g. sites located outside of New Mexico). Enter a zero if all discovered sites were registered.

PREVIOUSLY RECORDED SITES REVISITED: Enter total number of previously recorded sites (i.e., sites with LA numbers) revisited during survey. If no previously registered sites were revisited enter a zero. LA Site Form “update” for a previously recorded site **MUST** include the first 2 pages of the LA Site Form. The LA Site Form should include any pages where present recording information differs from earlier visit information.

PREVIOUSLY RECORDED SITES NOT RELOCATED and/or DESTROYED: Enter total number of sites not relocated or destroyed. If all sites were relocated enter a zero. LA Site Form “update” for an “unrelocated” and/or destroyed site **MUST** include the first 2 pages of the LA Site Form. **PLEASE NOTE:** On page 1 under Site Accessibility-- check box “not accessible.” On page 2 under Condition---provide a brief explanation regarding how/why the site was destroyed or could not be relocated.

TOTAL SITES VISITED: Enter total number of sites visited during survey. This figure should equal the sum of the four previous data items.

TOTAL STRUCTURES: Enter total number of structures recorded during survey. This figure should include newly recorded, previously recorded structures and acequias.

TOTAL ISOLATES RECORDED: Enter the total number of isolates recorded during survey.

NON-SELECTIVE ISOLATE RECORDING: Check box if all isolates were recorded during survey.

MANAGEMENT SUMMARY: Provide a brief narrative addressing management of cultural resources.

IF REPORT IS NEGATIVE YOU ARE DONE AT THIS POINT.

SURVEY LA NUMBER LOG

SITE(S) DISCOVERED: Enter LA number(s). Enter Field site number(s) or Agency site number(s). Enter Evaluation of Eligibility (Y/N) for each site. If yes, provide state applicable criteria: a, b, c, d.

PREVIOUSLY RECORDED SITE(S) REVISITED: Enter LA number(s). Enter Field site number(s) or Agency site number(s). Enter Evaluation of Eligibility (Y/N) for each site. If yes, provide state applicable criteria: a, b, c, d.

MONITORING LA NUMBER LOG

If the monitoring activity is positive a monitoring report is required.

SITE(S) DISCOVERED: Enter LA number(s). Enter Field site number(s) or Agency site number(s). For new site discoveries a complete LA Site Form with site sketch map and portion of 7.5' topographic map noting site location MUST be attached to report.

PREVIOUSLY RECORDED SITES REVISITED: Enter LA number. Enter Field site number or Agency site number. For previously recorded site(s) a LA Site Form "update" including the first 2 pages of the LA Site Form MUST be attached to report. The LA Site Form should include any pages where present recording information differs from earlier visit information.

MONITORING OUTSIDE SITE BOUNDARIES: Check YES box if areas outside of known, nearby site boundaries are monitored. Check NO box if monitoring was not conducted for areas outside nearby site. If no, provide a brief explanation

TESTING & EXCAVATION LA NUMBER LOG

All testing and excavation activities require a report.

TESTED LA NUMBER(S): Enter LA number(s). A complete LA Site Form and new site map (including testing locations) MUST be attached to report.

EXCAVATED LA NUMBER(S): Enter LA number(s). A complete LA Site Form and new site map MUST be attached to report.