



# **DIVISION OF HISTORICAL RESOURCES**

## **CULTURAL RESOURCE MANAGEMENT PROCEDURES**

Northeast District



**Management Procedures for Archaeological and Historical Sites and Properties on State-Owned or Controlled Properties**  
(revised June 2021)

**These procedures apply to state agencies, local governments, and non-profits that manage state-owned properties.**

**A. Historic Property Definition**

Historic properties include archaeological sites and historic structures as well as other types of resources. Chapter 267, Florida Statutes states: “ *‘Historic property’ or ‘historic resource’ means any prehistoric district, site, building, object, or other real or personal property of historical, architectural, or archaeological value, and folklife resources. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the state.* ”

**B. Agency Responsibilities**

Per Chapter 267, F.S. and state policy related to historic properties, state agencies of the executive branch must provide the Division of Historical Resources (Division) the opportunity to comment on any undertakings with the potential to affect historic properties that are listed, or eligible for listing, in the National Register of Historic Places, whether these undertakings directly involve the state agency, i.e., land management responsibilities, or the state agency has indirect jurisdiction, i.e. permitting authority, grants, etc. No state funds should be expended on the undertaking until the Division has the opportunity to review and comment on the undertaking. (267.061(2)(a))

State agencies must consult with the Division when, as a result of state action or assistance, a historic property will be demolished or substantially altered in a way that will adversely affect the property. State agencies must take timely steps to consider feasible and prudent alternatives to the adverse effect. If no feasible or prudent alternatives exist, the state agency must take timely steps to avoid or mitigate the adverse effect. (267.061(2)(b))

State agencies must consult with Division to establish a program to locate, inventory and evaluate all historic properties under ownership or controlled by the agency. (267.061(2)(c))

State agencies are responsible for preserving historic properties under their control. State agencies are directed to use historic properties available to the agency when that use is consistent with the historic property and the agency’s mission. State agencies are also directed to pursue preservation of historic properties to support their continued use. (267.061(2)(d))

**C. Statutory Authority**

The full text of Chapter 267, F.S. and additional information related to the treatment of historic properties is available at:

<https://dos.myflorida.com/historical/preservation/compliance-and-review/regulations-guidelines/>

**D. Management Implementation**

Although the Division sits on the Acquisition and Restoration Council and approves land management plans, these plans are conceptual and do not include detailed project information. Specific information for individual projects must be submitted to the Division for review and comment.

Managers of state lands must coordinate any land clearing or ground disturbing activities with the Division to allow for review and comment on the proposed project. The Division's recommendations may include, but are not limited to: approval of the project as submitted, recommendation for a cultural resource assessment survey by a qualified professional archaeologist, and modifications to the proposed project to avoid or mitigate potential adverse effects.

Projects such as additions or alterations to historic structures as well as new construction must also be submitted to the Division for review. Projects involving structures fifty years of age or older must be submitted to the Division for a significance determination. In rare cases, structures under fifty years of age may be deemed historically significant.

Adverse effects to historic properties must be avoided when possible, and if avoidance is not possible, additional consultation with the Division is necessary to develop a mitigation plan. Furthermore, managers of state property should make preparations for locating and evaluating historic properties, both archaeological sites and historic structures.

### **E. Archaeological Resource Management (ARM) Training**

The ARM Training Course introduces state land managers to the nature of archaeological resources, Florida archaeology, and the role of the Division in managing state-owned archaeological resources. Participants gain a better understanding of the requirements of state and federal laws with regard to protecting and managing archaeological sites on state managed lands. Participants also receive a certificate recognizing their ability to conduct limited monitoring activities in accordance with the Division's Review Procedure, thereby reducing the time and money spent to comply with state regulations. Additional information regarding the ARM Training Course is available at:

<https://dos.myflorida.com/historical/archaeology/education/arm-training-courses/>

### **F. Matrix for Ground Disturbance on State Lands**

The matrix is a tool designed to help streamline the Division's Review Procedure. The matrix allows state land managers to make decisions about balancing ground disturbance and stewardship of historic resources. The matrix establishes types of undertakings that are either minor or major disturbances and then guides the land manager to consult the Division, conduct ARM-trained project monitoring, or proceed with the project. Additional information regarding the matrix is available at:

<https://dos.myflorida.com/historical/archaeology/education/dhr-matrix-for-ground-disturbance-on-state-lands/>

### **G. Human Remains Treatment**

Chapter 872, *Florida Statutes* makes it illegal to willfully and knowingly disturb human remains. In the event human remains are discovered, cease all activity in the area that may disturb the remains. Leave the bones and nearby items in place. Immediately notify law enforcement or the local district medical examiner of the discovery and follow the provisions of Chapter 872, FS. Additional information regarding the treatment of human remains and cemeteries is available at:

<https://dos.myflorida.com/historical/archaeology/human-remains/>

<https://dos.myflorida.com/historical/archaeology/human-remains/abandoned-cemeteries/what-are-the-applicable-laws-and-regulations/>

## **H. Division of Historical Resources Review Procedure**

Projects on state owned or controlled properties may submit projects to the Division for review using the streamlined State Lands Consultation Form. The form provides instructions to submit projects for review and outlines the necessary information for the Division to complete the review process. The State Lands Consultation Form and additional information about the Division's review process is available at:

<https://dos.myflorida.com/historical/preservation/compliance-and-review/state-lands-review/>

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Questions relating to the treatment of archaeological and historic resources on state lands should be directed to:

Compliance and Review Section  
Bureau of Historic Preservation  
Division of Historical Resources  
R. A. Gray Building  
500 South Bronough Street  
Tallahassee, FL 32399-0250

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