HISTORIC PRESERVATION SERIES

OHA Report Checklist
Guidelines for Preparing a Cultural Resources Report

The Alaska Office of History and Archaeology (OHA) proposes the *OHA Report Checklist* as a guideline for the creation of cultural resources technical reports to be submitted to our office.

The goal of the *OHA Report Checklist* is to remind authors of the types of information that should generally be in every cultural resources technical report. Using the checklist will improve comprehensiveness and data consistency in cultural resource reports. This will help streamline the OHA document review process. Reports written following the checklist should provide more detailed information for inclusion in the Alaska Heritage Resources Survey (AHRS) database, leading to more complete literature review results. These improved literature review results should lead to more informed project management decisions and more comprehensive Determination of Eligibility discussions. Ultimately, the checklist should save time through more complete and consistent reporting of cultural resources projects from throughout Alaska.

The OHA recognizes that not every item in the checklist is applicable to every project; it was not designed to impose a format for all reports, nor to exclude information that may be unique to a specific project. In some cases, stating why a checklist item is not present will help answer anticipated questions from readers and reviewers. Although a completed checklist is not required when submitting a report to the OHA, it may aid in reviewing the report.

The *OHA Report Checklist* will likely undergo revisions over time as it is used and reviewed by authors, agencies, and the OHA staff. Please feel free to contact us at oha.ibs@alaska.gov with your comments and/or questions. We are planning to update the checklist annually, as needed.

✔	✘	N/A	
✔	✘	N/A	**GENERAL REPORT QUALITY**
			Report is well-written, well-organized, properly formatted, free of typos and grammatical errors.
			Maps, tables, and photographs are appropriate, clear, legible; adequately labeled and numbered.
			In-text and bibliographic references match, and are complete and accurate.
			Report is free of factual errors.
✔	✘	N/A	**TITLE PAGES, ABSTRACT, TABLE OF CONTENTS**
			Title page present, with report title, author/company/address, lead agency, and date.
			Abstract is comprehensive (project summary, background, results, recommendations).
			Table of Contents, followed by list of Figures/Tables/ Plates (photos) with associated page number.
✔	✘	N/A	**INTRODUCTION & AREA OF POTENTIAL EFFECTS (APE)**
			Description of project purpose and circumstances, including project administration and constraints
			APE is described/discussed clearly; figures showing current APE and landownership provided.
			Dates of fieldwork, names of contributing personnel (field/office) involved included/discussed.
✔	✘	N/A	**BACKGROUND & HISTORIC CONTEXT**
			Relevant regional and local environmental context is discussed.
			A relevant regional historic context, including (if possible) land use history, historic maps, photos.
			Relevant previous cultural resource investigations and/or previously recorded sites are discussed.
✔	✘	N/A	**RESEARCH DESIGN & METHODOLOGY**
			Report provides a coherent and comprehensive research design.
			All field methodology is described and is appropriate to current environmental conditions.
			All analytical methodology is described and consistent with the project's purposes and goals.
✔	✘	N/A	**RESULTS**
			Special conditions or biases that may affect investigation results are identified and discussed.
			Investigated areas are labeled, described in the text, mapped, and representative photos provided.
			Number of acres investigated is provided.
			Systematic sampling units (e.g., shovel tests) are clearly described, mapped, and profiled by area.
			Site locations, addresses (buildings), boundaries, and distribution are described and mapped.
			Detailed site (sketch) maps are provided for each reported site.
			Cultural resources are described by resource type (site, building, structure, object, district).
			Cultural resource descriptions are clear, comprehensive and complete.
			AHRS numbers are assigned to cultural resources, referenced in text, Figures, Tables, and Plates.
			Construction and alteration dates are provided for buildings and structures (if known).
			For districts, associated resources are categorized as contributing/non-contributing and mapped accordingly.
			Deposition of artifacts is clearly described/depicted on site (sketch) maps.
			Artifacts are inventoried and described according to appropriate categories and nomenclature.
			Diagnostic and unique artifacts photographed or drawn. Appropriate classification references cited.
			Statistical manipulations and special analytical techniques are correctly described and applied.
			Cultural resources discussed relative to appropriate historic context and in terms of human cultural behavior.
			Results are related to broader theoretical, methodological, and descriptive concerns in anthropology, archaeology, architectural history, and history and/or concerns listed in established historic contexts.
			Complete AHRS Site Forms are referenced & provided separately from the report, as appropriate.
✔	✘	N/A	**DETERMINATION OF ELIGIBILITY DISCUSSION AND RECOMMENDATIONS**
			Address significance of each resource (area, period, dates, persons, affiliation, etc.) within the project Right-Of-Way relative to appropriate historic context.
			Discuss aspects of integrity (location, design, setting, materials, workmanship, feeling, association) of each cultural resource within the project Right-Of-Way.
			Apply and discuss National Register criteria and applicable criteria considerations, and provide recommendations for each cultural resources within the project Right-Of-Way.
✔	✘	N/A	**SUMMARY**
			Comprehensive summary of the project, methods, results, and recommendations is provided.
			Summarize cultural resources investigation results and recommendations.
			A finding of effect is provided & justified.