



Natural Resources Conservation Service
6200 Jefferson NE, Room 305
Albuquerque, NM 87109
Phone: (505) 761-4400 Fax: (505) 761-4462
Website: www.nm.nrcs.usda.gov

February 18, 2011

CULTURAL RESOURCES TECHNICAL NOTE NO. NM-13

SUBJECT: ECS - Conducting records searches and completing the NIAF-106 Form

Purpose: To provide information on conducting archeological records searches with the Archeological Records Management Section and completing the NIAF-106 Form.

Effective Date: March 1, 2011

Filing Instructions: File in the Cultural Resources Technical Notes Binder

This technical note and the attached booklet provide information on how to conduct the archeological records searches with the Archeological Records Management Section (ARMS), how to develop an ARC GIS map with the ARMS information, and how to complete the NIAF-106 Form. This technical note replaces Cultural Resources technical notes 5 and 7. Cultural Resources technical notes 5 and 7 will be archived in the archived Field Office Tech Guide. On the web site there will be a note that states they are replaced by technical note 13. Below is a brief outline of the steps in the process.

The new process for conducting the records search is outlined in the attached booklet. You must have completed the NRCS Cultural Resources training to conduct a records search. Only NRCS employees can complete the survey.

Conducting a records search involves several steps:

Step 1: Field Office submits shapefiles of the proposed project area and the ARMS Request Form to ARMS.

Step 2: Information including shapefiles are sent back from ARMS to the Field Office.

Step 3: If there are no sites in the project area, the field office conducts the survey and completes NIAF-106 Form.

Step 4: As outlined in the attached booklet, the field office generates shapefiles and maps (pdf) of the project area, surveyed space, and any records search data as necessary.

Step 5: The field office then completes the NIAF-106 Form and sends it and the attached maps to the State Cultural Resource Specialist.

NOTE: If ARMS indicates that sites are located in the project area, the State Office Cultural Resource Specialist will be notified as well as the field office. A field visit by an archeologist may be necessary.

The final NIAF-106 Form with the accompanying documentation will be reviewed by the NRCS State Office and forwarded on to SHPO as usual.

A handwritten signature in black ink, appearing to read "George Chavez", with a long horizontal line extending to the right.

GEORGE CHAVEZ
State Resource Conservationist

Attachments:
Guidelines for NIAF-106 Form
NIAF-106 Form