WisFIRS ARCHAEOLOGICAL & HISTORIC SITES – PROCEDURE
(Procedure to be used beginning with work for 2020 entries)

The Wisconsin Historical Society maintains the inventory of recorded archaeological and historic sites. The Division of Forestry is working on making more refined information available to DNR staff to make access more efficient. The Division will also be trying to make it available to a broader range of users but this will have to be determined by the Historical Society.

The current procedure is as follows:

1. Certified Plan Writer (CPW) requests a review of the archaeological and historical data by sending a request to the NHI Inbox (DNRTaxLawNHIcheck@wisconsin.gov).
   - The request email "Subject" line should be "order number Arch/Hist Request". If an MFL Order Number has not yet been established, substitute the County name for the Order Number.
     - For example: "59-047-2014 Arch/Hist Request" or "Shawano Arch/Hist Request".
   - Include the following information in the request[a]:
     - Tax law order number
     - The requestor's contact information
     - Purpose of the request (new plan, MFL addition, MFL renewal, timber sale, WFLGP practice, etc.)
     - Legal description (Town, Range, Section(s), Quarter-quarter(s)
       - For example: T22N, R05E, S 24, NESW

[a] If the legal description(s) provided matches a potential resource element, the CPW will be emailed requesting a NHI Public Portal ID to further investigate the potential resource element.

2. On the "Arch/Hist" tab within WisFIRS, the CPW selects the appropriate choice for both the Archaeological and Historical resource element occurrences.
   - If an archeological resource element is "Present" the CPW clicks the "Add/Edit Items" on the archeological half of the page.
     - The information[1] contained in the DNR Archaeologist's email will be used to add information in the "Item 1" text box. The email will describe the resource element(s) and mitigation/avoidance measures to be taken to avoid impacting the resource element(s). Only list the resource element(s). The mitigation/avoidance information would be included on the MFL Cutting Notice when practices are implemented.
       - One "Item #" text box should be used for each archeological resource element listed in the DNR Archaeologist's email.
       - Click "Save" after entering the data.
   - If a historical resource element is "Present" the CPW clicks the "Add/Edit Items" on the historical half of the page.
     - The information[1] contained in the DNR Archaeologist's email will be used to add information in the "Item 1" text box. The email will describe the resource element(s) and mitigation/avoidance measures to be taken to avoid impacting the resource element(s). Only list the resource element(s). The mitigation/avoidance information

would be included on the MFL Cutting Notice when practices are implemented.
- One "Item #" text box should be used for each archeological resource element listed in the DNR Archaeologist's email.
- Click "Save" after entering the data.
- Absence of evidence is not evidence of absence. If the CPW comes across an unrecorded site, the CPW should list the newly discovered resource element as well.

[1] Maps and information should be shared with landowners only. The landowner(s) need to know where & what the archeological/historical resource elements are in order to protect them. When the information is shared with the landowner(s) be sure to emphasize the law that the DNR Archaeologist references in the email.

Rev. 01/24/2019