

For: State and County Offices

FY 2003 Federal Archaeological Activities Report (CEP-66R)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Archaeological and Historic Preservation Act of 1974, Section 5(c) and the Archaeological Resources Protection Act of 1979, Section 13, as amended, require that an annual report on Federal archaeological activities be:

- prepared by the Secretary of the Interior
- submitted to Congress.

This report provides information about all Federal agency archaeological activities:

- to offer assistance with professional methods for archaeological preservation
- for the administration of historic preservation programs.

B Purpose

This notice provides information to State Offices on how to access and complete the annual archaeological report for FY 2003 (October 1, 2002 through September 30, 2003) online. This information received from the State Offices will be compiled by FSA's National Office and then submitted to the Secretary of the Interior for inclusion in the government-wide *Report to Congress for Fiscal Year Activities*.

The questions in the electronic form apply to archaeological investigation, protection, management, recovery, and collection management activities carried out under Federal authority by FSA, its producers, borrowers, and contractors.

Disposal Date	Distribution
April 1, 2004	State Offices; State Offices relay to County Offices

Notice EQ-119

2 Report Information

A Completing the Electronic Archaeological Report

The annual archaeological report should be filled out electronically. The report is available on the FSA Intranet site at

<http://dc.ffasintranet.usda.gov/dafp/cepd/Reporting/03ArchaeologicalReport.htm>. Fill answers directly into the electronic form. Fill in each line of the electronic form with the numerical data requested, or if there is no data to report, ENTER "ND". Round all dollar amounts using normal rules of rounding, to the nearest hundred.

Any questions requiring a narrative should be brief, 200 words or less. If a narrative question is not applicable, ENTER "NA".

Once all lines have been answered, scroll down to the last page and PRESS "Submit Report".

Negative reports must be submitted. If there is no report, press the Native Report button and in the body of the e-mail message, enter your name, phone number, and State.

B Submitting the Electronic Report

All responses must be received in the National Office by **COB March 26, 2004**. A negative report is required.

C Contact

If there are any questions about this notice or completing the electronic archaeological report, contact Kathleen Schamel by either:

- telephone at 202-690-1164
- e-mail at kathleen_schamel@wdc.usda.gov.