**Section 4190.105 Review of Final Reports**

The Department shall review final reports within 45 days after receiving a complete draft. If the Department does not find the report acceptable, it shall provide specific comments concerning any problem. The Department shall receive at least two copies of the final report. The land owning agency will receive at least one copy of the final report. The Museum will receive at least one copy of the final report, which will be among the materials provided to the Museum for curation. Final reports shall include the following:

a) Transmittal Statement that will substantiate:

1) The land on which the excavation occurred has been returned to its normal use or the intended use that was interrupted by the discovery and/or excavations of the archeological or paleontological resources.

2) Written evidence of the transfer of any excavated or removed archaeological or paleontological resources and project records to the Museum if that has already been accomplished, or a statement that final disposition at the Museum will be accomplished within 30 days.

b) The certified archeologist or paleontologist shall provide, at a minimum, the following information in the final report:

1) Title Page. Each report shall have a title page that specifies the author, principal investigator, organization or association, contractor and source of funds, source of authorizations, title of report including the nature and location of work, and the month and year the report was completed.

2) Abstract. The abstract shall include a clear summary indicating the purposes, location, results of field work and laboratory analysis, the new knowledge gained and any recommendations of the report. The Abstract shall include enough information that it could be quoted as a summary statement in preparing a statement regarding actions in compliance with the Act.

3) Table of Contents. This is necessary only in the case of reports exceeding ten text pages in length. The table of contents shall provide page locations for the various report subdivisions as well as for figures, tables, references cited, and appendices.

4) Introduction. The introduction shall briefly summarize the purpose of the investigations and the scope of work (contract requirements), including any agencies involved, dates of work, principal personnel, and land owners.

5) Physical Setting as it Relates to an Understanding of the Nature of the Site and Resources. Information shall be presented on the geomorphology, soils, vegetation, current land use, potential for site preservation, and any other pertinent environmental data. A map showing the location of the project in the State shall be included as well as a United States Geological Survey (USGS) map and any additional maps that clarify site and project location and setting.

6) Context. A summary of any previous archeological, paleontological and/or historical record of the site shall be provided. The focus shall be on providing information that would aid in understanding and evaluating the importance of the sites in the study. This section shall include a description of the information sources consulted including published materials, site files, unpublished manuscripts, and informants.

7) Methods. An explicit statement of procedures used to collect and evaluate the site, field and laboratory data, and rationale for the particular procedures utilized shall be included in the report. The overall field strategy and the techniques used in the survey and/or excavation shall be specified. Maps showing the areas actually covered by on-the-ground inspection shall be included. If more than one technique was used in the work, maps or text shall specify the techniques used in each subarea. Each map shall be visually clear and include a scale, North arrow, caption and key to symbols used. All typologies utilized and underlying assumptions governing methods must be clearly stated and explained. The techniques and equipment used in collecting and analyzing artifacts and associated data shall be specified (e.g., types of preservatives and adhesives used in stabilizing the material, types of instruments used in making measurements, statistical techniques employed, etc.).

8) Results and Synthesis. The results of field and/or laboratory investigations shall be presented (along with supportive data) and a synthesis of the work given. This section shall include site descriptions of all sites surveyed and excavated. The descriptions shall include, if applicable, a complete discussion of the site's historical, paleontological or archeological context. All research questions posed in the scope-of-work shall be addressed with the collected data and the contribution of this work to scientific advancement discussed. For archeological resources, the synthesis shall evaluate the sites, associated artifact assemblages, cultural/historical context of all of the former in relationship to the overall scope of the project and in relationship to pertinent cultural, historical, or archeological questions.

9) Supporting Data. Supporting data for the report shall include lists and descriptions of material remains, illustrations of artifacts, fossils, grave features and pertinent human skeletal parts, photographs of the sites and the project area, and figures of excavation details (profiles, plan maps, etc.). Inventories and long lists may be put in an appendix.

10) Recommendations. Recommendations regarding the preservation and/or the need for future work at the sites must be given. A discussion of the further research potential or archeological or paleontological materials recovered in excavations must be given.

11) Supplementary Statements. The location where the materials and records have been deposited and are being or will be curated must be specified in the report. The nature of the records must also be noted.

12) Bibliography. References to files, published and unpublished literature, and oral reports mentioned in the report must be included in the bibliography.

13) Appendices. A complete copy of all official correspondence with the Illinois Department of Natural Resources and the land owning or managing agency must be included. Items such as artifact inventories may be included in appendices at the discretion of the report writer.