

## **FSH 2309.12 – Heritage Program Management Chapter Summaries**

### **Background**

Forest Service Manual (FSM) 2360 – Heritage Program Management was approved July 21, 2008. It did not introduce new policy, but rather clarified existing policy and provided uniform guidance to Forest Service line officers. The new performance measure, “Heritage Program Managed to Standard,” reflects program responsibilities as described in FSM 2360 to help line officers identify strengths as well as weaknesses that need attention for the program to remain viable and conform to law and policy. The next step is to develop Forest Service Handbook (FSH) guidance for field specialists to implement a fully successful Heritage Program Managed to Standard.

FSH 2309.12 will describe Forest Service methods and techniques for implementing FSM 2360. It will include examples and templates of successful tools for implementing the program and processes that can apply nationally to help all Forest Service units manage cultural resources in a consistent manner that benefits the agency and the public.

The FSH chapters follow the FSM sections closely.

### **The 0-Codes**

FSH 2309.12 includes 01 – Authority, 04 – Responsibility, 05 – Definitions, 06 – Qualifications for Heritage Personnel, and 07 – Heritage Program Structure, Funding, and Performance.

All Heritage Program authorities are in FSM 2360.1. Unless ORMS tells us otherwise or we find an instance where legislation pertinent to FSH content is *not* in FSM 2360, we will omit the 01 code in the FSH. The 04, 05, and 06 codes are self-explanatory.

The elective 07 Code describes the overall context of the Heritage Program in the Forest Service. It explains where the Heritage Program fits into the Forest Service organizational and budget structure and how the Heritage Program Managed to Standard is critical to planning, budgeting, and implementing the program.

This information is critical in light of the imminent exodus of many Heritage Program professionals who built the program over the past 30-40 years and who will take much of the understanding of the evolution of the program with them when they leave. This chapter and in essence, FSM 2360 and FSH 2309.12 in their entirety, are protection against re-inventing the wheel.

## **Chapter 10 – Consultation and Coordination**

This chapter includes both informal coordination with other Forest Service programs, the public, and historic preservation interests to enhance the Heritage Program and formal consultation required by the National Historic Preservation Act, the Native American Graves Protection and Repatriation Act and the Archaeological Resources Protection Act. It identifies consulting parties under those statutes, describes Forest Service correspondence necessary to implement formal consultation, and provides general guidelines for successful coordination and/or consultation with individuals and groups.

## **Chapter 20 – Planning**

The planning chapter includes helpful guidelines for all levels of Forest Service planning from inclusion of heritage issues and opportunities in Forest, Grassland, and landscape plans to the specifics in an individual Historic Property Plan. The Advisory Council on Historic Preservation and the National Trust for Historic Preservation both emphasize the need for better Heritage Program planning in Federal agencies. FSM 2360 and the Heritage Program Managed to Standard provide a description of a fully successful program. This FSH chapter provides the tools to plan for and ultimately implement successful Forest Service Heritage Programs.

## **Chapter 30 – Identification, Evaluation, and Allocation to Management Use Categories**

This and the next chapter are the meat of the Forest Service Heritage Program. The two chapters describe what Forest Service specialists do to find the resources, assess their historic and management use value, protect them, and make them available to the public. They do *not* describe the consultation steps required for those activities. That is part of Chapter 10 – Consultation and Coordination.

This chapter describes the methods used within the agency to identify historic properties, from data reviews for broad planning purposes to intensive survey in advance of ground-disturbing activity. It covers field survey preparation within the Forest Service, insuring that field personnel do not overlook safety items such as job hazard analyses and emergency response procedures. It includes Forest Service direction for completing National Register of Historic Places evaluations as quickly as possible after identification in order to avoid a backlog of unevaluated sites. Finally, it provides examples of management uses based on a historic property's primary value and potential agency and public benefit.

## **Chapter 40 – Protection and Stewardship**

Protection and Stewardship include treatments or methods used to protect properties such as stabilization, closure to the public, or camouflage, and those used to enhance properties such as restoration, interpretive signing, and nomination to the National Register. This chapter also includes guidance for assisting law enforcement in assessing site damage as the result of unauthorized use and for determining the correct statute to use in permitting archaeological investigation on NFS lands. Finally, it provides useful tools for protecting historic properties from wildfire and other natural disasters and in remote areas including designated wilderness, where some direct protection methods may not be appropriate.

## **Chapter 50 – Public Education and Outreach**

This chapter specifically covers Forest Service delivery systems for Heritage public education and research, such as Passport in Time, fee projects through Heritage Expeditions, historic structures as Recreation Lodging, and general interpretive and conservation education projects or programs. It includes guidance on the use of emerging technologies such as blogs and wikis for disseminating information.

## **Chapter 60 – Management of Heritage Collections**

Management of Heritage Collections has become a critical issue for all Federal agencies in the past decade due to lack of curation facility space and increasing costs. This chapter describes what needs to go into a curation plan and provides basic information on what types of collections go to the Federal Records Center and the National Archives. It provides examples for curation agreements with other facilities that will insure collections of written materials, photographs, and artifacts are properly stored and available for research or display. It includes details on how to prepare items including photographs, for long-term storage.

## **Chapter 70 – Permits, Agreements, and Contracts**

This chapter does not duplicate the Federal Acquisitions Regulations (F.A.R.) but rather talks specifically about the Permit for Archaeological Investigations and how to include important stipulations regarding discovery of human remains and confidentiality. It clarifies the roles Heritage personnel most often perform in contracting as Technical Specialists and Contracting Officer's Representative. It also covers the minimum requirements of roles and activities to outline in programmatic and partnership agreements and when agreements vs. contracts are appropriate.

## **Chapter 80 – Information Management and Reporting**

This short chapter describes the National Heritage Information Management Initiative (NHIMI) and how the NHIMI team can help all units consistently manage and report information upward through Infra. It references FSH 6509-11k – Service-Wide Finance and Accounting Handbook, Chapter 50, and includes specific information for heritage information such as site records, maps including historic maps, photographs and negatives, and sensitive information.