**Section 4170.340 Reports Required**

a) Field Summary. A Field Summary shall include the following:

1) The location of and count of all encountered unregistered graves.

2) The field methodologies used for the identification and removal of unregistered graves and grave contents.

3) A chronology of all actions taken during the course of the investigation and removal or avoidance of any unregistered grave or grave contents that is covered by a permit issued pursuant to the Act.

4) A listing of all individuals involved in the actions taken as reported in subsection (a)(2) and (3).

5) Current storage location of all encountered human remains, grave artifacts or grave markers.

6) Within 30 days of the conclusion of the field investigation of the unregistered grave or grave contents, the individual providing such services shall file a field summary with the Department. Additional time to file a field summary with the Department may be granted at the discretion of the Department. Any extension of time to file a field summary shall only be by written consent of the Department.

b) Report of Investigation

*Within 60 days of the completion of the undertaking, the permit holder shall submit a report, on a form provided by the Department, of the results to the Department.* [20 ILCS 3440/13(d)] A Report of Investigation shall include the following:

1) Transmittal Statement by the Permittee. The permittee shall provide a statement that will provide:

A) The final disposition of the grave contents; and

B) Written documentation of the transfer of any excavated or removed grave contents to the Department.

2) Reports by Professional Archaeologist and/or Human Osteologist. The professional archaeologist and/or human osteologist identified in the permit shall also provide the Department with copies of the reports, in the format required by the Department, containing the following information:

A) Title Page. Each report shall have a title page which specifies the authors, principal investigator, institution or association, contractor and source of funds, title of report including the nature and location of work, and the date the report was prepared.

B) Abstract. The abstract shall clearly summarize the purposes, location, result of fieldwork, laboratory analysis, if applicable, and any recommendations of the report and shall include enough information that it could be quoted as a summary statement.

C) Table of Contents. The table of contents is necessary for reports exceeding 10 pages in length and should provide page locations for the various report subdivisions as well as for figures, tables, references cited, and appendices.

D) 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 landowners.

E) Physical Setting. The physical setting as it relates to the understanding of the nature of the unregistered graves shall be described. Information shall be presented on the geomorphology, soils, vegetation, current land use, potential for preservation in place, and any other pertinent data. A map showing the location of the project in the State should be included, as well as a United States Geological Survey (USGS) quadrangle map; section, township, and range; GPS coordinates; and any additional maps that clarify location and setting.

F) Context. A summary of any previous archaeological and/or historical record of the unregistered graves shall be provided. This section shall include a description of the information sources consulted, including published material, and adequate historical documentation.

G) Methods. A statement of procedures used to document and analyze the unregistered graves, field and laboratory data, and rationale for the procedures utilized shall be included in the report. The overall field method and the techniques used in the survey and/or excavation shall be specified. Maps showing the areas covered by on-site inspection must be included. If multiple techniques were used, maps or text should specify the techniques used in each subarea. Each map must be clear, of an appropriate scale, and shall contain a north arrow, figure caption, and a legend of symbols used. The techniques and equipment used to document and analyze grave contents and associated data should be specified.

H) Results. The results of field and/or laboratory investigations should be presented (along with supportive data) and a synthesis of the work given. This section must include site descriptions of unregistered graves surveyed or excavated. The descriptions should include a complete discussion of the site's historical or archaeological context.

I) Description of Unregistered Graves and Grave Contents. The report shall include, but not be limited to:

i) The number and context of unregistered graves (including type of burial, positions, etc.);

ii) a description and analysis of all associated grave markers and grave artifacts and/or features;

iii) a scale map with the positions of each unregistered grave;

iv) an inventory of the bones and teeth recovered;

v) a description of the general condition of the remains;

vi) a description and analysis of any traumas and pathological conditions;

vii) assessments of age, sex, stature, and population affiliation;

viii) an evaluation of cultural/historical, ethnic, and Tribal affiliation;

ix) a description and analysis of nonmetric traits; and

x) evidence used in the identification of specific individuals.

J) Supporting Data. Supporting data for the report must include lists and descriptions of material remains, photographs of the sites and the project area figures of excavation details (profiles, plan maps, etc.). The results should evaluate the unregistered graves; cultural historical, ethnic, and Tribal affiliation; and cultural/historical context of all of the former in relationship to the overall scope of the project.

K) Identification. The report shall, if possible, clearly present the evidence to establish kin, related group, and/or cultural-historical affiliation.

L) Recommendations. Recommendations and supporting evidence regarding the possibility of the presence of unregistered graves or grave contents that were not encountered at the permitted location.

M) Supplementary Statements. The location where the materials and records have been deposited and are being cared for must be specified in the report. The nature of the records and curation facility must also be noted.

N) References Cited. References to the files, literature, webpages, and oral reports which are applicable to the project must be included in the references cited.

(Source: Amended at 48 Ill. Reg. 2189, effective January 25, 2024)