



### PALEONTOLOGY LOCALITY RECORD

As required by the Paleontological Resources Preservation Act and 43 CFR part 49, no party can disclose information about the nature or specific location of a paleontological site or locality without prior written bureau approval. Therefore, copying or sharing of paleontological locality records requires prior written bureau approval.

1. Locality number (assigned by bureau)		2. Field Number (if assigned by field party or other)	
3. Common name for locality		4. Bureau administrative unit or owner	
5. Location (UTM or Lat/Long)			
6. Map reference (T/R/S, USGS Topographic Map Name, Scale, Edition)			
7. County		8. State	
9. Describe access			
10. Geologic age		11. Geologic formation (and member and subunit if known)	
12. Paleontological resource categories (check all that apply)			
<input type="checkbox"/> Vertebrate <input type="checkbox"/> Invertebrate <input type="checkbox"/> Vertebrate Microfossil <input type="checkbox"/> Plant <input type="checkbox"/> Trace <input type="checkbox"/> Nonvertebrate Microfossil			
13. Paleontological resource taxa observed (use additional sheets if necessary)			
14. Paleontological resource taxa collected and name of repository			
15. Scientific description (use additional sheets if necessary)			
16. Associated records (use additional sheets if necessary)			
17. General remarks (use additional sheets if necessary)			
18a. Investigator/Collector		18b. Date Visited	
19. Locality Condition		20. Permit Number	

## INSTRUCTIONS

### Paleontology Locality Record

**General:** This form is used to document a locality or to update information about previously documented localities. This form can be used by bureau employees, permittees, and the public to collect paleontological site or locality information.

1. **Locality number.** This number is assigned by the bureau and is used to manage all reported sites or localities.
2. **Field number.** Other numbers unofficially assigned to the site. These are normally assigned by the field party when first recording the locality, partner institution, other entity, or may be earlier numbers assigned by the bureau.
3. **Common name for locality.** This is the name given to paleontological localities for easy reference (such as Eolambia 2, Andrew's Site, or Big Pig Dig).
4. **Bureau Administrative unit or owner.** Indicate the managing bureau office and administrative unit. If there are multiple land managers and/or owners, identify the applicable governmental entities (state, county, tribal, etc.), or private owner name.
5. **Location (UTM or Lat/Long).** Provide UTM coordinates in NAD 83. Include county and state. Mark the boundary of the locality and UTM point location(s) on a USGS 1:24,000-scale topographic map, and attach the map to the locality form.
6. **Map reference.** Include township, range, section, followed by quarter of quarter of quarter (where each successive quarter indicates a slightly larger quadrant). Include map name, scale, and edition.
7. **County.** Identify the County in which the locality is found.
8. **State.** Identify the State in which the locality is found.
9. **Describe access.** Provide a short narrative on how to access the locality, including photos that show general context. Localities can be relocated from a photo, so place an object in or arrow on the photo to identify the locality. If it is complex, mark the route on the USGS topographic map.
10. **Geologic age.** Include the International Commission on Stratigraphy (ICS) age, or the North American Land Mammal Age (NALMA), as appropriate.
11. **Geologic formation** and subunit (if known), formation, member, and local unit. Indicate more detailed geology in line 17 of this form.
12. **Paleontological resource categories.** Check all categories that are observed at the site during this visit including vertebrate, invertebrate, vertebrate microfossil, plant, trace, and nonvertebrate microfossil, as appropriate.
13. **Paleontological resource taxa observed.** Identify the paleontological resources as specifically as possible (family, genus, species, etc.) and their elements (humerus, femur, skull fragment, etc.).
14. **Paleontological resource taxa collected and name of repository.** Indicate what was collected. List specimens and identify the repository. Give field numbers and identify the purpose (museum collection, education, voucher, consumptive analysis, etc.), where collections were taken immediately after collection (museum, laboratory, office, evidence locker, temporary storage, etc.), and where collections will eventually be deposited (i.e. name of approved repository).
15. **Scientific description.** Characterize the locality's geology, lithology, soils, geomorphology, and mineralogy, as appropriate. Indicate areal extent, setting, exposures, geologic and stratigraphic context(s) in which paleontological resource materials were observed, and depth of observed deposits. Indicate approximate quantities of paleontological resource taxa observed (e.g., "less than 10," "between 50 and 75"). Include other significant observations. Reference any scholarly information that is appropriate.
16. **Associated records.** Identify what associated records were created during the visit, including reference to field notes, photographs, stratigraphic sections, maps, etc.
17. **General remarks.** Include any other information or attach other records the investigator feels is important to understanding the resource or better enable the bureau to manage the site and is not captured under another section. For example, indicate weather, other people at the locality, instructions for returning to the locality in the future, erosional conditions, multiple land ownership/management issues, etc.
- 18a. **Investigator/Collector.** The name(s) of the person(s) who completed the form.
- 18b. **Date visited.** Date the site was visited and recorded.
19. **Locality condition.** Identify the current condition, whether the site is stable, and what human caused or natural factors could put

this site at risk. Use the terms good, poor, and unknown. "Good" condition is subject to natural erosional forces. "Poor" condition is threatened or damaged by non-natural forces. "Unknown" applies to sites that have not been visited in five years.

**20. Permit number.** Indicate the permit number if the field work is associated with a permitted activity.

## NOTICES

### Privacy Act Statement

**Authority:** 16 U.S.C. 470aaa.aaa-11, Paleontological Resources Preservation Act of 2009.

**Purpose:** The primary use of the records maintained in the system is to manage, protect, and preserve paleontological resources on Federal lands under the jurisdiction of the Department of the Interior. Information will be used to issue permits for the collection of paleontological resources and facilitate the management of activities under these permits.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, records or information may be shared with partners and curators who have physical custody of Federally-owned collections of paleontological resources to manage the collections, permitted researchers to share relevant information from previous discoveries and scientific investigations, and other Federal agencies and non-Federal entities as necessary to maintain accurate and complete permit records as authorized under the Privacy Act and in the routine uses outlined in the system of records notice *INTERIOR/DOI-20, Paleontological Resources Preservation System*.

**Disclosure:** Providing information is voluntary; however, not providing the requested information may hinder the approval of the requested permit.

### Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501, *et seq.*), we collect the necessary information, under the applicable laws, to track the condition of the paleontological sites at which you are conducting work. Your response is required to obtain or retain a benefit. Your response is required to obtain or retain a benefit. Failure to provide all requested information may be sufficient cause to deny the request. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1093-0008.

### Estimated Burden Statement

We estimate it will take you about 1 hour to complete this application, including time to maintain records, gather information, and complete the form. You may send comments on the burden estimate or any other aspect of this form to the Departmental Information Collection Clearance Officer, Office of the Chief Information Officer, 1849 C Street NW, Washington, DC 20240, or via email at [DOI-PRA@ios.doi.gov](mailto:DOI-PRA@ios.doi.gov). Please do not send your completed form to this email address.

### Records Disposition

DRS 2.1, Item 6 (Pending NARA Approval) - Historically Significant Resource Management and NAGPRA Records. PERMANENT. Cut off at end of the fiscal year, or at the end of a more extended project action (such as a mitigation treatment), or as instructed in the bureau/office records manual. Transfer records to NARA 15 years after cut-off, or when no longer needed for agency business, whichever is later.