

STANDARDS FOR PREPARING BLM ANNUAL CULTURAL RESOURCE REPORTS

1. **Title:** List the company name, the Permit number under which the work was conducted, and the year.
2. **Project Information.** List the project names, their BLM serial case file numbers, Project Title, Acres Inventoried in BLM, total acres inventoried, number of BLM sites, and disposition of original records and data. If no field work was completed, simply state “no fieldwork was completed on BLM-administered lands in Utah in [YEAR]”, and delete the remaining categories.
Your annual report is now complete.
 - a. If collections were deposited in a repository, please include Bureau of Land Management Confirmation of Museum Collection Deposition Statement

These reports should be submitted electronically to blm_ut_cr_permits@blm.gov

The BLM Confirmation of Museum Deposition Collection Statement may be found at:
<https://www.blm.gov/sites/default/files/docs/2022-02/BLMUtahRepositoryReceiptcollections.pdf>

EXAMPLE LETTERHEAD

EXAMPLE COMPANY
Example Office
100 For Reference Only St.
Some City, Some State 84101

Nathan Thomas
Bureau of Land Management
440 W 200 S Suite 500
Salt Lake City, UT 84101

Dear Mr. Thomas:

Example Company is submitting the following as an annual report for work performed under our Permit for Archaeological Investigations (**Example Permit Number**) during **Example Year**, in fulfillment of *Annual Requirements #2* the Utah Bureau of Land Management's (BLM) *Special Permit Conditions*. In, **Example Year**, **Example Company** completed **Number** projects consisting of **Number of Class I, Class II, Class IIIs**. These projects, their results, and current status as of December 31, **Example Year** are summarized in the table below.

Projects Conducted During Example Year by Example Company

Project Number	Project Title	Acres Inventoried (BLM)	Total Acres Inventoried	# BLM Sites	Collections Made?

Should you require additional information, please feel free to contact **Point of Contact for Example Company, Example Email, Example Phone Number**.

Sincerely,

Example Signature

Example Name
Example Role

(Note: this is an example of an annual report letter for a company which conducted work under a permit during a calendar year. This PDF is an example only and should not be modified to serve as a fillable form or template)

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EXAMPLE COMPANY
Example Office
100 For Reference Only St.
Some City, Some State 84101

Nathan Thomas
Bureau of Land Management
440 W 200 S Suite 500
Salt Lake City, UT 84101

Dear Mr. Thomas:

Example Company is submitting the following as an annual report for work performed under our Permit for Archaeological Investigations (**Example Permit Number**) during **Example Year**, in fulfillment of *Annual Requirements #2* the Utah Bureau of Land Management's (BLM) *Special Permit Conditions*. In, **Example Year**, **Example Company** completed no work under Permit **Example Permit Number**.

Should you require additional information, please feel free to contact **Point of Contact for Example Company, Example Email, Example Phone Number**.

Sincerely,

Example Signature

Example Name
Example Role

(Note: this is an example of an annual report letter for a company which conducted no work under a permit during a calendar year. This PDF is an example only and should not be modified to serve as a fillable form or template)